



## **Job Title**

# Assistant Kitchen Coordinator

**(Part-Time 10-15 Hrs/Week)**

### **Position Summary**

Assist in the coordination of providing daily meals for neighbors accessing Impact Services' Meals on Wheels services. The Assistant Kitchen Coordinator supports the Program Coordinator in program functions including meal counts, meal preparation, delivery route preparation and volunteer engagement.

### **Job Functions**

- Work with staff in coordinating cold and hot portions of neighbors' meals
- Reconcile daily meal counts
- Push cart with meals up and down a ramp.
- Dish, seal and package neighbors' meals in carriers for volunteers to deliver
- Work with volunteer delivery drivers
- Clean carriers when returned from volunteers
- Package frozen meals
- Help with neighbor in-take and referrals
- Administrative support for program elements
- Deliver meals on emergency basis
- Other duties as assigned

### **Job Requirements**

- Ability to stand for an hour and lift 50 lbs.
- Excellent interpersonal skills
- Basic office and computer skills
- Driver's license and properly insured vehicle