



Assistant to the Culinary Director

Position Title: Assistant to the Culinary Director

Reports to: Executive Director and Culinary Director

Part-Time Hours: M-F, 9:30am – 1:30pm

Compensation: \$16,640 annual salary +SIMPLE IRA plan + 13 paid days off annually

To Apply: Send letter of interest and resume to deschbach@generationsofiv.org

Organizational and Program Summary

Generations of Indian Valley is a nonprofit 501(c)(3) organization dedicated to serving older adults and helping them to remain well, independent, and connected with others. Among our many support services, Generations provides the Home Delivered Meal Program (Meals on Wheels) in 15 surrounding municipalities, serving as many as 200 people with two meals each day. In addition, Generations provides a noon meal program for any individual over the age of 60, regardless of economic need. Along with this nutritional support for both homebound and active older adults, Generations provides clients and participants with opportunities for socialization and personal contact through our delivery and dining room volunteers.

Generations is an active and integral part of the Indian Valley community and is located in the Borough of Souderton. It is funded, in part, by the Montgomery County Office of Senior Services, by local municipalities, and through the generosity of many corporate and individual donors. Generations' food service programs are licensed and inspected by the Montgomery County Department of Health and follow strict sanitation and food service guidelines. Meals are prepared on site from menus approved by Registered Dietitians to provide required levels of daily nutrition.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Serve as primary assistant to the Culinary Director and, in her absence, cover all responsibilities
- Develop and maintain operational procedures
- Direct day-to-day operations, coordinate food production, supervise volunteers - providing leadership and guidance to ensure the highest level of food quality, taste, and presentation
- Coordinate ordering food and equipment with the Culinary Director
- In conjunction with management, maintain goals, anticipate and resolve problems, and ensure cost savings
- Establish and require strict adherence to county health department sanitation and food handling standards
- Maintain effective communication and working relationships with the Culinary Director, Generations staff, and kitchen/MOW volunteers
- Interface professionally with business contacts and customers

Education/Experience:

- High School Diploma or equivalent
- 3-5 years of culinary experience – degree preferred
- Inventory management experience
- Knowledge of food safety and sanitation principles with a valid ServSafe certification
- Valid driver's license

Professional and Personal Requirements and Qualifications:

- Demonstrated leadership, team building and management skills
- Demonstrated ability to solve practical problems as part of a team and deal with a variety of variables
- Excellent culinary and cooking skills
- Experience instructing volunteers
- Demonstrated ability to multi-task and manage time to meet deadlines in a high-paced, team oriented environment
- Compassionate and effective interpersonal skills
- Organized and detail oriented
- Proficiency in Microsoft Office programs including Excel
- Must be able to lift and move 50 pounds repeatedly
- Must be able to work standing and moving for up to 4 hours a day with appropriate breaks

Generations is located at 259 North Second Street, Souderton, PA 18964

www.generationsofiv.org