



**Job Opening Announcement  
November 2021**

**Kitchen Manager, Aster Senior Center at Mesa Downtown**

**This position is based in Mesa, Arizona**

Aster Aging, Inc. empowers and supports older adults and their families to remain independent and engaged in our communities. Our non-profit organization provides a full continuum of service, with core programs that include: Center-Based Services, Meals on Wheels, In-Home Support, Outreach / Social Services, and Contracted Programs. Our vision is to be a leader in providing direct services and mobilizing resources that support the changing needs of our older adult population.

Provide team leadership of kitchen and food service operations, within the scope of Aster's vision, mission and goals. Ensure compliance with senior nutrition program requirements to produce Center-Based Services Congregate Meals, Meals on Wheels, and contracted catered meals for neighboring senior services. Lead food production and meal presentation, manage food / supply ordering and inventory, participate in menu development, and oversee food safety and sanitation practices. Supervise kitchen and food service staff and volunteers and collaborate with program managers, staff teams, volunteers, vendors, and community partners.

Full-time (40 hours / week) position  
Competitive salary and benefits package

Qualifications include: Training in culinary or related services is strongly preferred. A minimum of 3 years direct progressively responsible experience in kitchen management and food service operations, including supervisor duties. Knowledge of and ability to safely operate all kitchen equipment. Strong organizational skills and ability to prioritize and manage multiple tasks. Effective interpersonal skills and ability to encourage teamwork. Multi – cultural sensitivity and ability to work effectively with diverse community members. Sensitivity to the needs of older adults. Requirements include: an Arizona driver's license, reliable vehicle to use in the performance of the job, and compliance with Aster Aging's background checks.

This position includes physical capability requirements. Please refer to job description for additional information.

*Please refer to the Job Description for Major Duties, additional information and requirements*

Interested applicants are encouraged to submit their resumes to:

Human Resources  
Aster Aging, Inc.  
45 West University Drive, Mesa, Arizona 85201  
Phone: 480-964-9014, Fax: 480-898-7306, [hr@asteraz.org](mailto:hr@asteraz.org)  
[www.asteraz.org](http://www.asteraz.org)

*Position is considered open until filled.*

Equal Opportunity Employer.

**Aster Aging, Inc.**  
**Job Description: Kitchen Manager**

**Overview:** Provide team leadership of kitchen and food service operations, within the scope of Aster's vision, mission and goals. Ensure compliance with senior nutrition program requirements to produce Center-Based Services Congregate Meals, Meals on Wheels, and contracted catered meals for neighboring senior services. Lead food production and meal presentation, manage food / supply ordering and inventory, participate in menu development, and oversee food safety and sanitation practices. Supervise kitchen and food service staff and volunteers and collaborate with program managers, staff teams, volunteers, vendors, and community partners.

**Major Duties:**

- Plan and directly lead the daily production of food items for multiple service times in alignment with the menu cycle and ordered meal counts. Adjust meal preparation for special diet needs.
- Ensure high standards in meal safety, quality and presentation. Coordinate daily portion control and appropriate meal serving / packaging for group on-site, individual home delivery, and bulk catering service.
- Produce additional frozen meals to ensure an adequate stock for frozen meal delivery programs.
- Oversee food safety and sanitation practices. Maintain a cleaning schedule for the kitchen and equipment. Ensure that all Health Department and Area Agency on Aging standards are maintained at all times.
- Maintain a system of inventory control that minimizes waste and maximizes cost savings.
- Order food products and supplies from vendors in alignment with meal count forecasts, Aster procedures and budget requirements. Check all orders on receipt for accuracy and quality.
- Collaborate as part of the team to develop menu cycles, in alignment with senior nutrition program guidelines and food preferences of diners. Adhere to the set menu once approved.
- Coordinate with program supervisors, contracted catering site staff, and participants to address needs and resolve issues.
- Maintain accurate records of food production, temperatures, meal orders and counts, and purchases in accordance with agency procedures, including computer data input and report compilation.
- Maintain an organizational climate that attracts, motivates, supports and retains high quality staff and volunteers who are committed to serving older adults. Lead, train, supervise, and support food service staff and volunteers.
- Ensure that agency policies, standards and decisions are implemented and maintained.
- Serve as a member of the supervisor's team, participating in the development of agency plans.
- Other duties as needed and appropriately assigned.

**Qualifications:**

- High school graduate. Training in culinary or related services is strongly preferred.
- A minimum of three years progressively responsible experience in kitchen management and food service operations, including supervisory duties.
- Knowledge of and ability to safely operate all kitchen equipment.
- Strong organizational skills. Ability to prioritize and manage multiple tasks.
- Demonstrated effective written and oral communication skills. Effective computer skills.
- Effective interpersonal skills and ability to encourage teamwork. Multi-cultural sensitivity and ability to work effectively with diverse community members. Sensitivity to the needs of older adults.

**Requirements:**

- Ability to lift and carry objects weighing up to 40 pounds unassisted. Ability to stand for long periods of time. Ability to tolerate exposure to temperature and humidity changes, including entering refrigerated storage areas, working at ovens / ranges, dishwashing equipment, and steam tables.
- Possess valid AZ driver's license and reliable transportation, including a safe driving record and compliance with Aster's liability insurance provider's driver standards.
- Ability to obtain Level I Fingerprint Clearance Card and compliance to Aster's background check policies.
- Have or ability to obtain a Food Service Manager's Certification.

**Responsible to:** Program Operations Director

**Status/Hours:** Full-Time, non -exempt position; regular weekday hours.

**Primary Works Site:** Aster Aging at Red Mountain or Aster Aging at Downtown Mesa as assigned

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