

Assistant Cook



Job Description

Bugbee Senior Center is a local nonprofit community center offering services and programs for older adults in the Hartford, Vermont area. Our mission is to help older adults live active and independent lives. We offer services to help seniors age well – however they choose to do so. Programs include Meals on Wheels, social lunches, workshops, classes, fitness programs, and social services. We welcome all older adults aged 60 and over, regardless of their level of need or ability to pay for services.

We are seeking someone to join our kitchen crew to help prepare, serve, and deliver the 30,000 meals that many seniors in the area rely upon. This could be you if:

- You care about the health, safety, and wellness of older adults.
- You enjoy cooking or have experience in food service.
- You enjoy a collaborative, team-oriented working environment.
- You like learning new things and can follow instructions.
- You'd like a job that is active and includes physical activity.
- You have a sense of humor and enjoy people.

This is an on-site position open to anyone authorized to work in the United States. Our team works out of Bugbee Senior Center in White River Junction. Shifts keep a routine and regular schedule. We are seeking someone who would like to work part-time, either 24 or 30 hours per week. Normal kitchen hours are 7:00 am to 1:00 pm, Monday to Friday, and the office is open from 8:00 am to 4:00 pm. We have occasional event-driven demands. We are an equal opportunity, friendly, and welcoming organization. Working here is rewarding, and you'll be doing your part to keep the Upper Valley a great place to live – at any age.

Duties

The Assistant Cook reports to the Head Cook, and works alongside others on the team including volunteers, dishwashers, custodians, and administrators. The position includes, but is not limited to, the following:

- Assist with daily food preparation or other tasks as directed by the Head Cook.
- Assist with the daily set up and operation of the food service program.
- Provide for the daily preparation of Meals on Wheels, including packaging of meals, assisting drivers, and proper recordkeeping of meal counts and deliveries.
- Assist with sanitation procedures and daily clean-up of the kitchen and storage areas.
- Maintain ServSafe Certification (provided by Bugbee).
- Assist with ordering, receiving, and inventory control.
- Frequently move boxes weighing up to 50 pounds for receiving and unpacking inventory.
- Spend all or most of the shift moving between different kitchen workstations.
- Assume the duties of the Head Cook in their absence.



Compensation

This is a part-time position that pays \$16 per hour. Bugbee Senior Center provides partial coverage for health insurance for eligible employees, a matching contribution for retirement for all employees, and paid time off and paid holidays. During times where the Assistant Cook assumes the duties of the Head Cook during their absence, a pay differential is offered to match the wage of the Head Cook.

To Apply

If you are interested in this position, please email employment@bugbeecenter.org to start the application process. You do not need to send a resume or cover letter at this time. We are looking to fill this position by late February or early March, 2024.

Posted January 8, 2024.

