

Kitchen Manager



Posted September 30, 2025

Job Description

Bugbee Senior Center is a local nonprofit community center offering Meals on Wheels, community lunches, and other services and programs for older adults in the Hartford, Vermont area. Our mission is to invite older adults in the Upper Valley region to age well through food, friendship, participation, and purpose.

Each year, our Senior Nutrition Program serves and delivers 30,000 meals to homebound seniors and guests at the Center. We are seeking a Kitchen Manager for this important program. This could be you if:

- You love food.
- You enjoy helping others.
- You care about the health, safety, and wellness of older adults.
- You enjoy working with a team.
- You are seeking to hone your skills in kitchen management.

This is an on-site, permanent, and full-time position open to anyone authorized to work in the United States. Our team works out of Bugbee Senior Center in White River Junction. Shifts generally run from 6:00 am to 2:00 pm with occasional event-driven or administrative needs.

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. Anyone who is interested in this position, regardless of any other factor, should consider applying.

Duties

The Kitchen Manager reports to the Executive Director and works alongside a team of cooks and kitchen helpers. The position includes, but is not limited to the following responsibilities:

- Supervise kitchen and dining room operations during service hours.
- Ensure compliance with food safety regulations and quality standards.
- Work alongside the cooks to prepare, cook, pack, and plate meals.
- Train and mentor program staff and volunteers on proper techniques and procedures.
- Order kitchen supplies and food, monitor inventory levels, and control food costs.
- Oversee the safety, cleanliness, and maintenance of kitchen equipment and facilities.
- Coordinate with the office to ensure accurate reporting and meal deliveries.
- Prepare and submit monthly menus for dietician approval.
- Regularly move boxes weighing up to 50 pounds for receiving and unpacking inventory.
- Spend all or most of the shift moving between different kitchen workstations.



Skills

- Knowledge of culinary techniques and food preparation methods.
- Excellent understanding of food safety regulations.
- Proficient in cost management within the kitchen setting.
- Familiarity with banquet operations and large-scale food production.
- Strong leadership skills with the ability to motivate and manage a diverse team.

Compensation

This is a full-time position starting between \$25 to \$28 per hour, 40 hours per week. White River Council on Aging provides 75% premium coverage on select health insurance plans, up to a 3% matching contribution to a SIMPLE IRA retirement account, paid time off, paid holidays, and staff meals.

To Apply

We are seeking to have this position filled as soon as possible. If you are interested, please email employment@bugbeecenter.org or apply via Indeed.

