

Lead Cook



Posted July 24, 2026

Deadline to Apply: 4:00 pm on Monday, August 3rd

Location: Bugbee Senior Center, 262 N Main St, White River Jct, VT

Hours: 35 hours per week

Wages: \$23-\$26 per hour

Job Overview

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 approximately 35,000 meals to homebound seniors and guests at the Center. As the Lead Cook, you'll work alongside the Kitchen Manager as their primary operational partner, and you'll support the assistant cooks, volunteers, and other staff. The Lead Cook maintains high standards of food quality and food safety, and ensures continuity of kitchen operations. You should consider applying if you enjoy working with older adults, like working with a team, and enjoy cooking and attention to detail.

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. The Lead Cook averages 35 hours per week. Shifts are scheduled from 7:00 am to 2:00 pm, Monday to Friday, with occasional special events.

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.

Responsibilities

The Lead Cook reports to the Kitchen Manager and works alongside the kitchen crew. The position includes, but is not limited to the following duties and responsibilities:

Meal Production

- Maintain high standards of food quality, consistency, presentation, and service.
- Prepare ingredients and produce meals, baked goods, and menu items according to recipes and production sheets.
- Coordinate daily food production to ensure meals are prepared safely, efficiently, and on schedule.
- Assist with portioning and packaging Meals on Wheels, and serving congregate meals.



Kitchen Operations

- Receive, organize, and rotate food inventory using first-in, first-out (FIFO) practices.
- Operate and maintain commercial kitchen equipment safely.
- Maintain a clean, organized, and sanitary kitchen throughout each shift.

Food Safety & Documentation

- Complete required production, inventory, sanitation, and temperature records.
- Follow all food safety, sanitation, and workplace safety procedures.
- Maintain ServSafe Food Handler Certification (or higher equivalent)

Teamwork & Leadership

- Work collaboratively with Assistant Cooks, volunteers, and other staff.
- Assist with training and supporting Assistant Cooks and kitchen volunteers.
- Serve as the primary production lead during scheduled absences of the Kitchen Manager.

Skills & Qualifications

Required

- High school diploma or equivalent, or an equivalent combination of training, education, and relevant experience.
- Ability to prepare food accurately using standardized recipes, production sheets, and procedures.
- Commitment to food safety, sanitation, and workplace safety.
- Ability to maintain a ServSafe Food Manager certification (or equivalent).
- Strong organizational skills and attention to detail.
- Ability to communicate respectfully and effectively with coworkers, volunteers, and older adults.
- Reliable attendance, punctuality, and dependability.

Preferred

- Experience in commercial, institutional, healthcare, school, or senior nutrition food service.
- Experience preparing large-volume meals using batch cooking techniques.
- Experience operating commercial kitchen equipment.
- Experience receiving and rotating inventory using FIFO principles.

Physical Requirements

Candidates must be able to complete all physical requirements of the job with or without a reasonable accommodation. This position's duties require the employee to:

- Remain standing for extended periods of time (greater than 2 hours).
- Frequently move between different workstations.
- Frequently lift or move supplies, ingredients, and equipment weighing up to 50 pounds.
- Constantly use hands and fingers to chop, slice, stir, grasp tools, and handle hot cookware.
- Occasionally reach overhead, stoop, kneel, or bend at the waist and neck to access low or high storage areas.



Compensation

This is a full-time hourly position starting between \$23 to \$26 per hour, with a minimum of 35 hours per week. White River Council on Aging provides 75% premium coverage on select health insurance plans, up to a 3% matching contribution to SIMPLE IRA retirement accounts, paid time off, paid holidays, staff meals, and professional development opportunities.

To Apply

We are seeking to have this position filled as soon as possible. Applications are due no later than 4:00 pm on Monday, August 3rd. Apply via [Indeed.com](https://www.indeed.com), or visit bugbeecenter.org/employment. If you have any questions, please contact employment@bugbeecenter.org.

Anyone who believes they have the right skills and experience regardless of any other factor is encouraged to apply!

