



**Catered Meals Coordinator Manchester, MO 63021**

6:00 am – 1:00 pm M-F (35 hrs./wk.)

**General Description:**

- Direct and oversee all aspects of menu, food ordering, preparation, distribution, and sanitation from catering kitchen to multiple satellite locations in accordance with all applicable policies, rules, and regulations. Hire, train, supervise and evaluate assigned food service and custodial staff.
- Prepare a variety of menu items for large quantity orders for Choice programs as well as all other programs as assigned. Coordinate with Central Kitchen Manager and Choice staff to manage orders
- Manage food production operations and inventory ensuring kitchen efficiency and meeting the requirements for appropriate sanitation and safety levels following agency and state policies
- Establish systems to ensure proper quantities of food are ordered in accordance with the approved menus and the anticipated food orders from catered locations and home delivered meal routes
- Train kitchen staff as well as food service personnel from other catered locations
- Manage the performance and development of food service and custodial staff
- Assist dietitian with developing menus within OAA nutrition requirements and with identifying central vendor products for inclusion on approved ordering forms
- Maintain all records required to fully document nutrition services in an accurate and timely manner and in compliance with agency policy
- Supports a collaborative and respectful environment that welcomes and encourages diversity, inclusion, and equal access to opportunity for employees and participants

**Requirements:**

- High School Diploma or equivalent & 5 yrs professional mgmt. and supervision of personnel in a food service operation or an Associates degree or certificate in Culinary Arts plus three years professional mgmt. and supervision of personnel in a food service operation.
- Ability to provide clear written and verbal instructions to kitchen staff
- Knowledge of quantity food preparation, food purchasing and inventory control methods
- Must have or be willing to obtain a Class E MO Driver's License, must have or be willing to obtain a certificate in Applied Food Service Sanitation
- Ability to lift 40lbs. from floor to waist, carry up to 30lbs for 50ft & stand for up to 4 hours
- Must have or be willing to obtain Hepatitis A Vaccination(s) and be willing to become CPR certified

**Benefits Package:**

- \$20.00/hr. Full Benefits
- Medical, PPO or HSA
- Dental and Vision
- Retirement savings plan
- 13 Paid Holidays
- 17 Days PTO
- Life Insurance with buy-up options

*Interested in this position?*

EOE

Contact H.R. Specialist Laura Reich

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Submit Resumes to: [Reich@agingahead.org](mailto:Reich@agingahead.org)

[www.AgingAhead.org](http://www.AgingAhead.org)