



# TOWN OF MANCHESTER



## POSITION VACANCY KITCHEN TECHNICIAN - SENIOR CENTER

**PART-TIME 19.5 HOURS PER WEEK – No Benefits**  
**MONDAY – FRIDAY 9:15 A.M. – 1:15 P.M.**  
**\$19.45/HR**

**CLOSING DATE: Wednesday, October 2, 2024**

(Applications must be received in the Human Resources Department by 4:30 p.m.)

**SUMMARY OF POSITION:** Under general direction of the Senior Center Director or his/her designee performs duties to ensure efficient operation of all aspects of the Senior Center Meal Program. Prepares, plates and serves food (meals, snacks and beverages). Assesses need for supplies, purchases supplies and maintains inventory control. Cleans and maintains equipment and cooking utensils. Wash dishes, pans, utensils and all serving areas. Prepares for serving meals by cleaning and setting tables, stocking supplies, etc. Serves meals. Completes all required paperwork, bank deposits and data reporting for meal program. Reviews weekly calendar of events to prepare for food and beverage service. Experience working with older adults is highly desirable. High School Diploma or equivalent.

**JOB REQUIREMENTS:**

Education: Graduation from high school or equivalent required.

Experience: Experience working with a meal program and/or kitchen site. General knowledge of kitchen procedures. Some working knowledge of computer data entry helpful.

**Requires Certified Food Protection Manager certificate, or the ability to obtain certificate within a reasonable time.**

**EXAMINATION MAY CONSIST OF:**

<u>Parts</u>	<u>Weight</u>	<u>Passing Score</u>
Oral Examination	100%	70%

Applications are available on our website at <https://www.manchesterct.gov/Employment-Opportunities>. Applications must be received in the Human Resources Department by 4:30 p.m. on Wednesday, October 2, 2024, or must be postmarked by Wednesday, October 2, 2024. The Town reserves the right to limit the number of applications it accepts. **No faxed or e-mailed resumes and/or applications will be accepted.**

The Town of Manchester shall not discriminate based on race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The Town of Manchester is an equal opportunity employer and encourages applications from women, men, minorities, veterans and the disabled.

*The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.*