



Meals Coordinator Supportive Care Services

SALARY INFORMATION: \$12.00-14.00 per hour; non-exempt

WORK HOURS: Part-Time, 25 hours per week, 7:30 a.m. to 12:30 p.m. Monday through Friday with the availability to work flexible hours as needed.

BASIC FUNCTION: The Meals Coordinator supports meal provision for FiftyForward Meals on Wheels and FiftyForward Adult Day Services customers through prepping and plating The Nashville Food Project lunch meals, preparing and plating Adult Day Services breakfast and snack, ensuring volunteer engagement in the kitchen and co-facilitating weekly volunteer meal prep opportunities.

CORE JOB SPECIFIC COMPETENCIES

Action Oriented: You must be willing to work hard, accept challenges, take action with little planning or preparation time and recognize opportunities.

Approachability: This position requires that you be easy to talk to, be a good listener and gather necessary and complete information in order to do your work.

Directing Others: You must provide clear direction, distribute work appropriately by making plans and being organized and encourage and communicate with team members to achieve results.

Problem Solving: You must use logic and techniques to solve difficult problems with effective solutions, ask for guidance and ideas from others who can assist you, see hidden problems, honestly analyze problems and look beyond the obvious, while not stopping at first answers.

Process Management: It is important that you determine how to get work done, be able to organize people and activities, set up processes to assure efficient work flow, measure outcomes and accomplish responsibilities with the resources allocated.

Time Management: This position requires that you set priorities and attend to multiple tasks simultaneously.

Informing: Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit, and/or organization; provides individuals information so that they can make accurate decisions; is timely with information.

Patience: Is tolerant with people and processes; listens and checks before acting; tries to understand the people and the data before making judgments and acting; waits for others to catch up before acting; sensitive to due process and proper pacing; follows established process.

Process Management: Good at figuring out the processes necessary to get things done, knows how to organize people and activities, understands how to combine tasks into efficient work flow; can simplify processes; gets more out of fewer resources.

CORE RESPONSIBILITIES

- Lead the preparation and plating of Adult Day Service (ADS) and Meals on Wheels (MOW) lunchtime meals provided by The Nashville Food Project.
- Lead the preparation and plating of breakfast and afternoon snacks for ADS customers. Develop and document breakfast and snack menus that meet the dietary needs of ADS customers and funding source (including CACFP) requirements.
- Maintain quality control of fresh foods by keeping perishable foods rotated and shelved for timely use and/or distribution.
- Maintain cleanliness and sanitation of kitchen, prep area, pantry, walk-in cooler and freezer to ensure proper function and that safety and sanitation regulations are met or exceeded as determined by the Metro Health Department. Reports equipment maintenance needs to Meals on Wheels Director.
- In conjunction with the Meals on Wheels Director, ensure volunteers are an integral part of work in the kitchen by creating meaningful weekly activities and a welcoming and collaborative environment for volunteers. Oversee tasks of volunteers in the kitchen to assure that suitable meals are available daily and on schedule. Ensure consistency in food safety, sanitation and cooking practices. Confirm scheduled meal prep volunteer groups.
- Meet with Adults Day Services Director and Meals on Wheels Director regularly to plan and discuss programmatic needs.
- Oversee ordering of all food products, cleaning items and packaging for preparation of meals.
- Oversee food service expenses in accord with the agency approved budget and maintain a quality and cost-effective operation.
- Maintain all records of inventory, ordering and other necessary documentation.
- Develop and follow a checklist of tasks to be completed daily.
- Follow agency safety and emergency procedures.
- Order all items needed for Thanksgiving and Christmas meal preparation and participate in holiday meal preparation as needed.

CORE WORK REQUIREMENTS

Education: High school diploma required. Bachelors or culinary degree preferred.

Experience: 1 to 3 years' experience in the culinary industry. Preferred experience in customer service and work with older adults.

Physical Requirements: Ability to work in a smoke free environment with shared space. Ability to lift up to 25 pounds, and be able to bend, stoop and stand for extended periods of time. Be able to use hands for fine motor movements including cutting, opening packages and setting

temperatures on cooking and cleaning equipment. Be able to tolerate hot and cool temperatures and smell of cleaning chemicals.

Equipment Requirements: Ability to operate, knowledge of and desire to learn more about food preparation and cleaning equipment. Able to use a computer, multi-use copier, fax, scanner and basic phone system.

HOW TO APPLY

To be considered, please send a current resume and cover letter
indicating the position for which you are applying to:
careers@fiftyforward.org

FiftyForward is a Smoke Free Workplace

FiftyForward is an equal opportunity employer. Applicants are considered for all positions without regard to political affiliation, religion, gender, age, race, color, national origin, sexual orientation, disability, marital or veteran status, the presence of a non-job-related medical condition or handicap, or other status protected under local, state or federal laws.