

Senior Center Kitchen Manager Town of Wellston



Summary of Position:

Responsible for the day-to-day operation of the Senior Center. Maintains and cleans building, and equipment. Part-time at \$9.00 an hour, approximately 20 hours a week M-F from 9:30am to 1:30pm.

Mileage is reimbursed at the State/Federal recommendation of .56 cents per mile.

Overview & Responsibilities:

- Maintains a relationship with the Town of Wellston
- Maintains, services, cleans, and properly stores equipment and food
- Cleans and maintains facility to include performing minor repairs
- Assists with lunch service
- Drives daily to get lunch
- Responsible for keeping inventory of supplies
- Observe safety rules and ensure compliance with the operating procedures of corporate, federal, state, and local regulations
- Performs other duties as assigned

Requirements & Qualifications:

- High school diploma or GED equivalent
- Must have food handling experience
- Capable of performing a variety of different duties such as cleaning and driving
- Stooping, kneeling, reaching, walking
- Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects
- Sitting. A continuous period of being seated, especially when engaged in a particular activity
- Valid driver's license

Now Hiring: Close date is November 18th at 4:00pm
You may get an application online at wellstonok.gov or stop by Town Hall at 211 Cedar
from 8:00am to 4:00pm, Monday through Friday

The Town of Wellston is an Equal Opportunity Employer and Provider
[405]356-2476 Fax [405]356-2308
TDD/TTY-711
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