



# ***POSITION VACANCY ANNOUNCEMENT***

**Position:** Kitchen Coordinator (PT)  
**Starting Salary:** \$15.60/hour  
**Posting Date:** February 11, 2025

**Department:** Senior Center  
**FLSA Status:** Non-Exempt  
**Closing Date:** March 11, 2025

## **Job Summary:**

This position is responsible for managing kitchen duties, serving food to senior center congregate clients, and packaging Meals on Wheels for the citizens of Habersham County.

## **Major Duties:**

- Receives food and supplies from food contractor for Meals on Wheels and congregate clients.
- Counts and separates food, fruit, condiments, and milk for each route.
- Greets volunteers, packs hot meals for the volunteers' route.
- Washes pans after the Meals on Wheels food has been packaged out.
- Helps serve lunch to congregate clients.
- Properly dispenses any leftover food.
- Washes and sanitizes food trays and silverware; wraps silverware for next day.
- Deep cleans steam table, heating element space, and water pans.
- Performs other related duties as required for the efficient operations of the department.
- Must have excellent organizational skills.

## **Minimum Qualifications:**

- High school diploma or equivalent.
- Or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Must be able to stand for long periods of time.

The successful candidate must pass a Background/Reference Check, and Pre-Employment Drug Screenings prior to the start of employment.

**To Apply:** All applicants must complete a Habersham County employment application. Applications can be found online at [www.habershamga.com](http://www.habershamga.com). Applications and a detailed job description can be picked up at the Habersham County Human Resources Department, Administration Building located at 130 Jacob's Way, Clarkesville, GA 30523 in room 303. For more information please call (706) 839-0214.