

# Kitchen Manager (Senior Nutrition Program)

## Senior Services for South Sound



Opening Date: 7/7/2025

Closing Date: Continuous – Open until filled.

Department: Senior Nutrition

Job Type: Non-Exempt, 1.0 FTE – **40 hours per week**

Salary: New hires start at **\$23.00–25.00** per hour, depending on experience and skills. This position is a Step 3 of the internal salary schedule, which has a range of \$20.63–30.95/hour. Opportunity for a wage increase is based on passing the first 6 months, satisfactory job performance, availability of budgetary funds, and market factors.

Benefits: *For regular employees working 20 or more hours per week:*

Insurance: Medical, vision, dental, and life insurance are available on the first day of the month after 60 days.

Paid vacation: Accrued proportional to hours worked and based on seniority, i.e., a 1–2-year employee working 40 hours/week will accrue approximately 8 hours per month.

Paid holidays: 12–13 paid holidays if their normal schedule would have them working on that day.

Paid personal day: 1 paid personal day within a fiscal year after the first 6 months.

Retirement: If expected to earn \$5k in compensation per year, a tax-deferred Simple IRA with company matching up to 3% of gross is available.

Pet Insurance: available to all employees.

Employee Assistance Program: available to all employees.

Paid sick leave in compliance with WA state standards.

Location: Headquarters in Olympia, report to Olympia, WA

\*\*\*\*\*

**Senior Services for South Sound is looking for a Kitchen Manager in the Senior Nutrition program (SN) based out of Olympia for 40 hours per week who will help prepare, pack, deliver, and serve meals. Join an amazing team and help us drive our Senior Nutrition Program goals in support of our organization’s mission and exciting growth!**

Senior Services for South Sound is a highly mission-driven 501(c)(3) organization dedicated to improving the quality of life for people as they age. While the focus is on delivering great service to seniors, our organization is filled with caring, thoughtful people who have a lot of fun and heart. As a diverse organization that values integrity, inclusion, respect, results, and service excellence, we are a positive culture where employees are engaged, empowered, and appreciated.

Moreover, we offer awesome **benefits!**

- *Medical, Dental, Vision, and/or Life* if working 20 hours or more per week and employed for 60 days;

- *Sick Leave* in proportion to the FTE with up to 8 hours in a calendar month and no less than 1 hour for every 40 hours worked;
- *Paid Vacation* if working 20 hours or more per week, accrual beginning on day 1 of employment at the 1-year level of service, which provides up to 8 hours per month, is proportional to hours worked, and can first be taken after 6 months of employment;
- 1 *paid personal day*;
- 12-13 *paid holidays* if normally scheduled to work on such days;
- *Retirement*: if expected to earn \$5k or more in the calendar year, the employer will match the employee's contribution, dollar for dollar, up to 3% of the employee's gross annual salary in a Simple IRA;
- *Pet Insurance* is available to all employees; and
- *Employee Assistance Program*.

### **What you will be doing:**

We're looking for a **Kitchen Manager** working **40 hours a week** to lead the overall operations of the Olympia kitchen and dining room, including knowing and following all program policies and procedures.

### **Key outcomes:**

The Kitchen Manager:

- Prepares meals for congregate and homebound clients, ensuring that meals are healthy, tasty, attractive, economical, and of the correct portion.
- Ensures adherence to safe food practices during all stages of food prep, storage, and service.
- Implements SN program policies and procedures and ensures all reports are submitted promptly.
- Supervises kitchen staff and volunteers.
- Assists in recruitment, hiring, and training of volunteers as per agency policy.
- Participates in staff meetings, in-service sessions, and other training sessions as required.
- Assists with fundraising events for SN each year.
- Performs other duties as required.

### **What you will bring:**

- Current Washington State Driver's License and auto insurance coverage.
- GED or High School diploma.
- Three years' experience in institutional food preparation.
- One year of experience supervising staff and/or volunteers.
- Possesses or obtains a current CPR/First Aid card.
- Possesses a current Food Handler's permit or obtains one within 30 days of employment.
- KSAs: food production, principles and processes for providing customer and personal services, time management, leadership, production methods, coordination of people and resources, safety, operation monitoring, good decision-making, performance assessment, quality control analysis, information ordering, oral and written comprehension, good communication skills, near vision, problem sensitivity, and works effectively with all people.

**Preferred:**

Applicants who also possess the following *may* receive additional consideration from the hiring manager:

- AA or related degree in culinary arts or food service.

**Why work at Senior Services for South Sound?**

We're committed to improving the quality of life for people as they age and having fun doing it. With a culture of inclusion and positivity, the goal of enriching the lives of seniors is powered by dedicated, inspiring people delivering programs such as Brighter Days Adult Day Program, Meals on Wheels, Senior Community Dining, Senior Transportation, Supportive Services, Health, and Wellness Programs, Adult Learning, Independent Living, and activities and classes featured at our two centers. Moreover, we believe in supporting and taking care of our employees, offering medical, retirement, and paid vacations to eligible employees. Apply with your **cover letter, resume or CV**, and **3 professional references** today!

*\*The hiring authority may make a hiring decision at any time. Initial screening will begin on July 7, 2025. It is to the applicant's advantage to submit materials as soon as possible and request a complete job description. The candidate pool certified from this recruitment may be used to fill future similar vacancies for up to six months. \*\*Senior Services is an equal opportunity employer and does not discriminate based on age, sex (including gender identity), marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. **Background and reference checks will be completed before a new hire's start date, but no sooner than after Senior Services has initially determined that an applicant is otherwise qualified for the position.** If you require a reasonable accommodation to participate in the hiring process, please contact Human Resources to start the interactive process.*

**Contact:**

Senior Services for South Sound, 222 Columbia Street NW, Olympia, WA 98501

[hr@southsoundseniors.org](mailto:hr@southsoundseniors.org) | (360) 586-6181