Assistant Kitchen Manager (Senior Nutrition Program)

Senior Services for South Sound

Opening Date:	2/24/2026
Closing Date:	Continuous – Open until filled.
Department:	Senior Nutrition
Job Type:	Non-Exempt, 0.3375 FTE – **13.5 hours per week**
Salary:	New hires start at a firm range of **$19.36 – 22.00 per hour**. This position is a Step 2 on the internal salary schedule, which has a range of $19.36 to $27.42/hour. An opportunity for a wage increase is based on passing the first six months, engaging in the annual evaluation process, demonstrating satisfactory job performance, the availability of budgetary funds, and other market factors.
Benefits:	*For employees working less than 20 hours per week*: 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 Shelton, WA

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Senior Services for South Sound is looking for a part-time, Assistant Kitchen Manager (AKM) in the Senior Nutrition program (SN) based out of Shelton for 13.5 hours per week, who is responsible for assisting with the preparation and servicing of food for the SN program. This ideal person ensures meals meet nutrition, food safety, and portion control standards. AKM assists in organizing and overseeing home-delivered meal deliveries and assists with serving meals in Shelton. Join an amazing team and help us drive our Senior Nutrition 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 enhancing 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.

Benefits for those working **less than 20 hours per week…**

- *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;
- *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*.

<u>What you will be doing:</u>

We're looking for an **Assistant Kitchen Manager** working **13.5 hours a week** to help prepare meals in the Shelton kitchen and dining room, clean dishes and the meal site, help set up and break down the dining room, and perform other cleaning and organizing duties as assigned.

Key outcomes:

The Assistant Kitchen Manager:

- Helps prepare meals for congregate and homebound clients within the nutritional, food safety, and portion control guidelines of the Older Americans Act.
- Helps wash dishes and keeps the kitchen and dining room clean and tidy.
- Fills in for absent Home Delivery Meal volunteer drivers as needed.
- Learns all aspects of the job within their first year.
- Checks email daily and corresponds with staff in a timely and professional manner.
- Helps train and supervise volunteers, especially in the absence of the Kitchen Manager.
- Ensures at all times that the values and norms of the organization are upheld.
- Fills in for Kitchen Manager as needed.
- Participates in mandatory staff meetings and trainings, primarily held in Olympia, as required.
- Assists with fundraising events as required.
- Performs other duties as required.

What you will bring:

- Possesses a current Food Handler's permit or obtains one within 30 days of employment;
- WA Driver's license; auto insurance coverage;
- Possesses or obtains CPR/First Aid card;
- GED or High School diploma; and
- Experience implementing and maintaining food safety practice and regulations.

Preferred:

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

- Culinary Arts Program graduate or related certification.

KSAs: food production, principles and processes for providing customer and personal services, time management, operation monitoring, working effectively with a wide variety of people, including senior citizens, staff members, volunteers, people with disabilities, and minorities, operation monitoring, quality control analysis, information ordering, and oral comprehension.

Candidates may request a complete position description at any time.

Why work at Senior Services for South Sound?

We're committed to enhancing 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 2/23/2026. 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:

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