

# Assistant Kitchen Manager (Senior Nutrition Program)

## Senior Services for South Sound



Opening Date: 5/4/2026  
Closing Date: Continuous – Open until filled.  
Department: Senior Nutrition  
Job Type: Non-Exempt, 0.9375FTE – **37.5 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 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

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**Senior Services for South Sound is looking for a regular Assistant Kitchen Manager (AKM) in the Senior Nutrition program (SN) based out of Olympia for 37.5 hours per week, and 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 and fills in for the Kitchen Manager when needed. AKM assists in organizing and overseeing home-delivered meal deliveries and assists with serving meals in Olympia. 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.

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 an **Assistant Kitchen Manager** working **37.5 hours a week** to help prepare meals in the Olympia kitchen and dining room, prepare, ensure food safety, and portion controls for Meals On Wheels, clean dishes and the meal site, help set up and break down the dining room, and perform other cleaning and organizing duties as needed or assigned.

**Key outcomes:**

The Assistant Kitchen Manager:

- Assists in preparing meals for congregate and homebound clients within the nutritional, food safety, and portion control guidelines of the Older Americans Act.
- Assists in adherence to safe food practices during all stages of food prep, storage, and service.
- Assists with data collection, entry, and accurate reporting, along with other administrative tasks.
- Assists in the implementation of SN program policies and procedures.
- Assists in supervising kitchen staff and volunteers in the absence of the Kitchen Manager.
- Assists in recruitment, hiring, and training of volunteers.
- Participates in 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:**

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

**Preferred:**

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

- Two or more years of experience in institutional food preparation; and
- Experience recruiting and managing volunteers.

**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 older adults, staff members, volunteers, people with disabilities, and minorities, 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 5/4/2026. 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, 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, or any other status protected by law. **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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