

# Town of Franklin

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## OFFICE OF HUMAN RESOURCES

### JOB POSTING NOTICE

**POSITION:** Chef and Kitchen Manager  
**DEPARTMENT:** Franklin Senior Center  
**SALARY:** \$25.00 to \$30.00 per hour (\$45,500 - \$54,600 annually)  
**HOURS:** 35 hours per week  
**POSTED:** January 7, 2022  
Open until Filled  
Preferred Deadline: January 28, 2022

The Town of Franklin is seeking candidates for a Chef and Kitchen Manager for the Franklin Senior Center. The Franklin Senior Center has a full size industrial kitchen to run the "Common Grounds Cafe", which serves low-cost breakfast and lunch to seniors in the community.

The Chef and Kitchen Manager is responsible for managing the Common Grounds Cafe, including managing the kitchen, overseeing volunteers, and preparing and cooking meals daily.

This is a full-time (35 hours/week) hourly position with benefits, including health insurance and paid time off. The Chef will be a member of the Norfolk County Retirement System and eligible to collect a pension at age 60 after reaching 10 years of service. The hours are currently 7:00 a.m. - 3:00 p.m. with a 1 hour break. Hours may shift depending on the needs of the Senior Center.

The position requires extensive public contact with seniors. The ideal candidate will have kitchen experience as well as some experience working with seniors. The Chef and Kitchen Manager must be patient and kind with a friendly, helpful demeanor and excellent customer service skills.

#### **The Head Chef and Kitchen Manager will be responsible for the following duties:**

- Serve as the Head Chef for the Common Grounds Cafe. Prepare and serve meals for breakfast and lunch daily.
- Create menu and pricing for all meals.
- Work closely with the Food Services Manager for the Franklin Public Schools to order food in advance. Attempt to keep ahead of supply chain issues by ordering in bulk and freezing food when possible.
- Establish procedures to ensure that food is prepared, stored and served in a sanitary and safe environment, following Board of Health and ServSafe procedures.

- Clean prep tables, sinks, grill and kitchen at the end of each shift. Make sure that all surfaces are clean and free of debris and build up. Coordinate with Senior Center Management to perform a deep cleaning of the kitchen on a monthly basis.
- Establish cost-effective standards for receiving, storing and inventorying food and non-food supplies.
- Maintain an inventory of all foods, supplies, and equipment and ensure that all refrigerator, freezer, and storage spaces are maintained in a safe, organized fashion.
- Collaborate with other staff to hire and train Senior Tax Workers and volunteers to help keep the kitchen running smoothly during meal times.
- Oversee kitchen workers and assign daily tasks.
- Provide food for special functions as needed or requested.
- Advise Senior Center Management of any problems with equipment or food orders.
- Perform other duties as assigned.

**The ideal candidate will possess the following:**

- Excellent customer service skills.
- Prior experience preparing food in a commercial kitchen.
- Prior experience managing within the food service industry.
- Ability to relate to seniors tactfully, courteously and professionally.
- Ability to be flexible, patient, creative and self-motivated.
- Ability to multi-task and handle interruptions.
- Experience with email, Microsoft Word, and the Google Suite

**Interested candidates shall email a resume and cover letter in Microsoft Word or PDF format to [apply@franklinma.gov](mailto:apply@franklinma.gov). Please put “Head Chef and Kitchen Manager” in the subject line of the email.**