

Job Title	Kitchen Coordinator
Salary Scale:	\$17.00-\$19.00 per hour
FLSA Status: Hours	Exempt 8:00-1:00 Mon-Fri Holiday and Weekend schedule required
Reports To:	Program Director
Summary	Employment Options is a non-profit organization that supports individuals in mental health recovery. The Kitchen Coordinator is responsible for creating engaging and meaningful work for individuals with disabilities, revolving around hospitality and food service. The position requires an individual who is creative, flexible, engaging and fun! In addition to finding work that instills skills and confidence in individuals, this candidate must demonstrate excellent customer service and ensure that the kitchen is a safe, comfortable and complies with all Board of Health Regulations. The Kitchen Coordinator will build positive relationships with individuals and understand how to use these relationships as a tool to promote growth and productivity.
Education & Experience	Associates degree preferred; or equivalent work experience working in a non-profit or culinary setting. Must have own vehicle and MA driver's license to transport members when necessary. Employer will provide ServSafe training within first 6 months of employment.
Skills Required	<ul style="list-style-type: none"> • Excellent interpersonal skills. • Strong written and verbal communication skills. • Flexible and self-motivated. • Information Technology skills including email and documentation programs such as Microsoft Word. • Bi-lingual skills a plus. • Valid driver's license