



Job Description: Senior Lunch Cook

Organization: Fresh Foundation

Position Type: Part-Time, Hourly

Location: Norwood Town Hall

Compensation: \$20 - \$25/hour

Hours: Approx. 10 hours per week, with increased hours after December 31st

Lunch Prep and Service: Thursdays 9:00AM - 3:00PM with lunch service from 11:30AM - 1:30PM.

Position Summary

The Cook will prepare nutritious, high-quality meals for senior citizens in a buffet style community dining setting. This role requires strong cooking skills, knowledge of dietary needs, appropriate food textures for older adults, and the ability to maintain a safe, sanitary, respectful and welcoming kitchen environment. The Cook ensures meals are prepared on time, in compliance with food safety standards, and served in a respectful, dignified manner.

This position requires consistent availability on Thursdays, hands-on food preparation, and the ability to balance administrative tasks with direct service.

Key Responsibilities

Meal Planning & Preparation

- Plan the menu one month in advance and prepare and curate ingredient lists.
- Order food through Fresh Foundation Wholesale Department and shop within a weekly budget
- Follow Fresh Foundations Food Standards Guidelines and prepare appropriate food for seniors 60+
- Prepare and serve safe, nutritious meals for seniors.
- Provide coffee, tea, and related supplies at each meal.

- Ensure proper food safety, sanitation, and composting practices.
- Prepare “to go” or delivery food boxes following lunch service.
- This includes delivery of cooked meals to homebound seniors.

Program Coordination & Administration

- Maintain accurate attendance logs, meal take-home records, and delivery logs.
- Submit donation records and file all program logs after each service.
- Recruit and schedule volunteers; ensure waivers are signed and volunteers are supervised.
- Support grant reporting by keeping logs accurate and collecting stories/qualitative data.
- Coordinate/communicate with Monday Senior Lunch Cook to establish a diverse menu for the month ahead and utilize excess food if available for meal planning (i.e. usage of salad, excess potatoes etc.)
- Cover Senior Lunch Cook on Mondays in their absence if available.
- Coordinate volunteers to help on your service days.

Community Engagement

- Communicate regularly with the Foundation Director, Norwood Town staff, seniors, and volunteers.
- Ensure a welcoming, kind, and respectful atmosphere for all participants.

Operations & Oversight

- Clean and sanitize kitchen, dining, and storage areas after service.
- Oversee and train assistants.
- Transport meals or coordinate delivery support as needed.
- Ensure proper use of Town Hall equipment and report additional needs to the Fresh Foundation Director.

Qualifications

- Strong organizational and communication skills.
- Ability to work independently and manage/retain and recruit volunteers.
- Friendly, reliable, punctual, and detail-oriented.
- Food handling or ServeSafe certification (must be maintained and submitted).
- Background in food preparation, senior services preferred.

Additional Information

- Personal phone/internet for communication.

- Payroll is processed bi-weekly through direct deposit; timesheets due every other Sunday.
- Equal Opportunity Employer – zero tolerance for discrimination, harassment, or abuse.
- The position may expand to more meal services after December 31st, likely to include Monday service and expansion hours up to 25 hrs a week.

To Apply: Please send your resume and a brief statement of interest to Stephanie Griebel at freshfoundationdirector@gmail.com by **Monday, September 15th. This position will start the week of September 29th.**