



Senior & Community Services

Alissa Holdson
Executive Director

Ronald C. Loos
Board Chairperson

Katie Lamson
*Director of Senior &
Community Services*

Senior Nutrition Program Kitchen Manager

Employment Status: Regular, Full-Time

Reports To: Director of Senior & Community Services and Senior Nutrition Program Coordinator

Supervises: Senior Nutrition Program Kitchen Staff (excluding Delivery Drivers)

Position Summary

The Senior Nutrition Program Kitchen Manager oversees the daily operations of the Senior Nutrition Program kitchen, ensuring the preparation of safe, nutritious, and high-quality meals for home-delivered and congregate dining participants. This position is ideal for a hands-on leader with experience in high-volume or bulk batch cooking who enjoys working in a collaborative, mission-driven environment. The Kitchen Manager leads by example, fosters a positive and inclusive workplace, and is committed to treating every participant, volunteer, employee, and community member with dignity, kindness, and respect. Working closely with the Director and Program Coordinator, this position helps ensure the continued success of the Senior Nutrition Program while supporting the mission of Ashtabula County Community Action Agency.

Essential Duties and Responsibilities

- Supervise, mentor, schedule, and support kitchen staff while promoting teamwork, accountability, and a positive work environment.
- Oversee the daily preparation of high-quality, nutritious meals using standardized recipes and proper portion control techniques.
- Plan, develop, and review menus in collaboration with the Registered Dietitian, Senior Nutrition Program Coordinator, and Director.
- Ensure meals are prepared and packaged accurately and delivered on schedule for both home-delivered and congregate meal services.
- Perform and assist with bulk batch cooking and food preparation as needed.
- Order food, supplies, and kitchen equipment from approved vendors while maintaining appropriate inventory levels.
- Verify deliveries and invoices for accuracy.
- Develop and test standardized recipes while maintaining consistency, quality, and nutritional requirements.
- Maintain compliance with ServSafe standards, local health department regulations, agency policies, and funding source requirements.

4200 State Road, PO Box 2610, Ashtabula, OH 44005-2610

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This Agency is an equal provider of services and an equal employment opportunity employer. Civil rights Act 1964 (CRA)

- Develop and implement cleaning, sanitation, and preventative maintenance schedules for the kitchen and equipment.
- Recruit, train, coach, and support staff and volunteers.
- Collect, enter, and maintain accurate program data, meal counts, reports, and required documentation.
- Assist with grant applications, budget development, and program reporting as requested.
- Respond professionally and compassionately to customer concerns, referring issues to the Director when appropriate.
- Prepare food for agency catering or special events and assist with service when necessary.
- Represent ACCAA and the Senior Nutrition Program at community events, meetings, and trainings.
- Fill in for kitchen staff when operational needs require.
- Promote a safe work environment by ensuring compliance with all food safety and workplace safety standards and reporting incidents promptly.
- Attend required meetings, trainings, and professional development opportunities.
- Maintain participant confidentiality in accordance with agency policies and applicable regulations.
- Perform other duties as assigned.

Qualifications

The ideal candidate is an experienced kitchen professional who enjoys leading others, thrives in a fast-paced environment, and is passionate about serving the community.

Preferred Qualifications

- Experience managing or supervising a commercial, institutional, or high-volume food service kitchen.
- Demonstrated experience with bulk batch cooking and preparing large quantities of food while maintaining quality and consistency.
- Experience with menu planning, inventory management, ordering, and food cost control.
- Supervisory or leadership experience with the ability to motivate and develop staff.
- Strong organizational, problem-solving, and time management skills.
- Comfortable using computers and willing to learn agency software and database systems.
- ServSafe Certification or the ability to obtain certification.

Desired Personal Qualities

The successful candidate will:

- Be welcoming, friendly, and respectful to people from all backgrounds and walks of life.
- Demonstrate patience, compassion, and professionalism when working with older adults, volunteers, coworkers, and community members.
- Lead with a positive attitude and a willingness to jump in wherever needed.
- Value teamwork while maintaining high standards of accountability.
- Take pride in preparing meals that positively impact the health and well-being of seniors in our community.



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Additional Requirements

- Ability to work a flexible schedule, including occasional evenings or weekends for special events,
- Valid Ohio driver's license, reliable transportation, and the ability to meet agency insurance requirements.
- Successful completion of required criminal background check and drug screening.

Physical Requirements

This position requires frequent standing, walking, bending, reaching, lifting, carrying, pushing, and repetitive use of hands and arms. The ability to lift up to 80 pounds is required. Work is performed in a commercial kitchen environment with exposure to hot equipment, cleaning chemicals, and potential food safety hazards. Universal precautions and all safety procedures must be followed at all times. Occasional travel within Ashtabula County may be required.

ACCAA complies with Title VI of the Civil Rights Act of 1964, PL88-352. No person, on the grounds of race, color, disability, national origin, or sex, shall be denied services or employment with ACCAA. E.O.E. D.F.W.P.

Signature

Date

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