

## **Food Service Coordinator position recruitment bulletin**

Bristol Township Senior Center (BTSC), a 501(c)(3) nonprofit organization is seeking a dedicated individual to direct day-to-day operations of the nutrition program. Under the oversight of the Center Manager, the Food Service Coordinator provides food services for the (BTSC) senior population, including, but not limited to, home delivered meals, congregate meals, volunteer management, cooking, food and supply management and computer based reporting. The successful candidate will implement the food program following prescribed health and safety standards, recruit and maintain a volunteer kitchen staff and delivery drivers, and maintain positive interactions with a variety of people and ages.

### **Skills and Experience Required:**

- Minimal high school diploma or GED.
- Previous supervisory experience or experience working with volunteers is preferred.
- Bucks County Department of Health certification as a Food Safety Manager and a ServSafe Certificate or comparable certification are required. The certifications may be obtained while on the job at the first possible instance the ServSafe course is offered, followed by the Food Safety Manager certification.
- Ability to work with others and create a positive work/center environment.
- Qualified applicant must be able to work with everyone in a professional manner and respect every person working in or participating at the Senior Center, regardless of personal feelings.
- Basic knowledge of Microsoft Office Excel, Word and Outlook program
- Ability to learn and correctly use Copilot (a web-based reporting program) and any other computer programs necessary to the Senior Center.
- Must be able to use kitchen and office equipment.
- Driving is required with the job at times, so you must have a valid PA driver's license.
- Preference will be given to candidates with at least 2 years' experience in food preparation.

To apply for this position please email your resume to [btscoffice@comcast.net](mailto:btscoffice@comcast.net) or drop off your resume and cover letter ATTN: Bonnie Worth, Director. Bristol Township Senior Center 2501 Bath Road Bristol, PA 19007. Resume and cover letter must be received by the Bristol Township Senior Center office via mail or email or in person no later than February 28, 2017.

A complete job description is available upon request. Final candidates will be required to pass a background check and a drug screening test. To learn more about Bristol Township Senior Center please visit us at [www.theyounginheart.com](http://www.theyounginheart.com). EOE.