



Man-Tra-Con Corporation is working with a local employer to fill the following position:

**Job Title:** Kitchen Coordinator (EP-072523-01)

**Location:** Marion, Illinois

**Salary:** TBD

### **Job Description**

Employer in Marion is seeking candidates for a Kitchen Coordinator position. The Kitchen Coordinator is responsible for the efficient operation of the kitchen and for ensuring food safety and the overall cleanliness of the kitchen and equipment. This is a non-supervisory position reporting to the Executive Director.

### **Duties and Responsibilities**

- Ensure cleanliness of kitchen surfaces, floors and equipment.
- Serve as primary lunch cook Monday-Friday.
- Notify Executive Director of any equipment that needs service or replaced.
- Ensure all donated, prepared food is properly labeled and dated for timely use and rotation.
- Rotate food kept in coolers, freezers and pantries and keep an inventory to ensure timely and appropriate use and rotation. This includes ongoing replenishment of pantry supplies and paper goods.
- Pick up food donations on scheduled and sometimes unscheduled days.
- Monitor supplies required for kitchen operations and make timely requests for necessary supplies.
- Ensure compliance of all guidelines provided by the Bi-County Health Department.
- Ensure compliance of all guidelines provided by the St. Louis Food Bank.
- Advise Executive Director of any changes or unusual occurrences that warrant attention.
- Ensure breakfast foods are available for Security to put out for breakfast each morning.
- Keep individually wrapped snack foods from donations in the dining area.
- Ensure peanut butter, jelly, and bread are available for residents in the dining area.
- Serve as a team leader to promote unity and harmony between residents, staff, volunteers, and non-employee workers.
- Assist volunteer cooks with the items they need for meal preparation along with any assistance they require.
- Provide guidance to non-employee workers, e.g., TANF, Community Service, Goodwill SCSEP, and any kitchen volunteers.
- Attend to other duties as assigned.

### **Qualifications**

The successful candidate will be able to lift and move 40 pounds of food, products and/or equipment throughout TLS, possess a knowledge of food safety requirements, maintain a current Food Service Sanitation License/Certificate as issued by the State of Illinois, Department of public Health, and have a valid Illinois Driver's License. Good communication and interpersonal skills must be demonstrated daily.

**How to Apply**

This employment opportunity is available at no cost to you! To apply, send your resume to:  
[EmilyPerks@mantracon.org](mailto:EmilyPerks@mantracon.org)

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