



Kitchen Program Accountability Lead

Reports to: Executive Chef

Position Classification: Non-Exempt; Hourly

Position Summary: Meals On Wheels of Tampa (MOWT) Program Accountability Lead will be responsible for completing all production records provided to kitchen staff and drivers; ensuring menus are listed correctly, serving sizes, daily orders, dates, and special diets are listed accurately for each program. Create and print all special diet orders for each program and ensure they are accurately labeled. Monitor the Kitchen email for program orders, print and provide to the appropriate staff member. Maintain accurate records for auditing purposes. Work closely with Fleet Manager to ensure all production, delivery tickets and program needs are communicated to drivers. Perform manual work in the preparation, production and proper portioning of food according to the specific program guidelines when needed.

Position Skills & Qualifications:

Computer skills a must

Must be able to meet the physical and environmental demands of this position

- Able to lift up to 35 pounds
- Able to reach overhead with both dominant and non-dominant hand
- Able to walk, stand, stoop, handle, talk, hear, taste and smell
- Able to handle extreme cold, extreme heat and proximity to moving mechanical parts.

Acquire State certification training for NSLP and CACFP

Must effectively speak, write, and communicate in English

Duties and Responsibilities:

- Prepare production for all programs
- Monitor Kitchen email
- Create and print labels for all special diets
- Assist on the serving line during meal preparation and meal packaging when needed
- Assists with the overall cleanup of the kitchen and storage areas
- Use all kitchen appliances properly and safely
- Follow all requirements of MOW Safety program
- Must follow all MOWT guidelines and procedures; follow all Hazard Analysis and Critical Control Points (HACCP), NSLP and CACFP program production guidelines
- Must maintain flexibility as responsibilities and duties may change as determined by the needs of the mission and program
- Participate and complete required training as instructed and in a timely manner
- Support the mission, vision, and culture of the organization by providing friendly and respectful interactions and customer service toward all recipients, staff, visitors, and volunteers
- Be an active and enthusiastic participant to the MOW team
- Other duties as assigned

**Enhanced Responsibilities and Duties:**

- Ability to work weekend shifts that include additional supervisory responsibilities
- Must obtain NSLP and CCFP certification within 90 days of employment (provided by MOW)
- Collaborate with Executive Chef on menu development for seasonal changes
- Participate in the production of recipient meals
- Complete training on HPS production and menu development software
- Complete training on meal labeling systems

Competencies:

The following competencies are representative of the specific skills, abilities, and attributes to perform this job successfully.

Teamwork:

- Balances team and individual responsibilities.
- Exhibits objectivity and openness to others' views.
- Gives and welcomes feedback.
- Contributes to building a positive team spirit.
- Puts success of team above own interests.
- Uses appropriate workplace language

Dependability:

- Responds to requests for service and assistance.
- Follows instructions and responds to management direction.
- Takes responsibility for own actions.
- Meets attendance and punctuality guidelines.

Personal Appearance:

- Dresses appropriately for position.
- Follows proper uniform and hygiene guidelines.
- Well-groomed.

Customer Service:

- Displays courtesy and sensitivity.
- Meets commitments.

Job Knowledge:

- Competent in job skills and knowledge of the following computer programs: Microsoft Office, Excel, Outlook
- Understands proper serving sizes for all meal components based on program.
- Exhibits ability to learn and apply new skills.
- Displays understanding of how job relates to others.
- Requires minimal supervision.
- Uses resources effectively.