TOWN OF HARWICH   
JOB POSTING

Union: Harwich Employees Association

Position: Town Chef/Aide to Programs-Council on Aging

Pay Grade: 1

Pay Range: $20.78-25.68 per hour

Hours per diem, not eligible for benfits

**Summary**

A candidate for this position should have a High school education or equivalent, and a minimum of 2 years restaurant or culinary training. At least 2 years’ experience working with older adults in a culinary environment is preferred. Current MA ServSafe required. CPR/AED certification required and renewed annually.

**Knowledge, Skills and Abilities**

This position is to plan, cook, and serve nutritious meals for older adult participants of the Council on Aging. A candidate for this position should have:

* Ability to plan nutritious menu
* Ability to maintain kitchen including ordering supplies from vendors, shopping in store for groceries, storing food appropriately
* Ability to maintain and document inventory
* Ability to prepare, cook and serve meals
* Ability to direct kitchen volunteers
* Ability to communicate appropriately with older adults and especially clients with disabilities
* Ability to communicate appropriately with departmental employees, program participants, and the general public
* Competent and effective oral and written communication skills

Full job description and town employment application are available at https://www.harwich-ma.gov/home/employment-opportunites.

Applicants must submit a Town of Harwich Employment Application along with a cover letter and resume to the Assistant Town Administrator, Meggan Eldredge. Submittals can be submitted electronically to [meldredge@harwich-ma.gov](mailto:meldredge@harwich-ma.gov) or mailed/delivered to 732 Main Street, Harwich MA 02645