

**Town of Bellingham  
Chef Job Description  
Bellingham Council of Aging**

<b>Position Title</b>	Chef	<b>Grade Level</b>	<b>1 (Non-Union/PT Schedule)</b>
<b>Department</b>	Council on Aging	<b>Date</b>	<b>1-12-26</b>
<b>Reports to</b>	Council on Aging Executive Director	<b>FLSA Status</b>	<b>Non-Exempt</b>

**Statement of Duties:** The Chef is responsible for the development and coordination of the preparation of an array of diverse meals to be served at the council of aging to groups ranging in size from eight to eighty. The Chef will be responsible for maintaining the cleanliness and organization of the commercial kitchen. The position may necessitate the performance of any other related duties as required.

**Supervision Required:** The position reports to the Executive Director or designee.

**Supervision Given:** The position is not responsible for the supervision of employees but may be required to supervise volunteers as necessary.

**Essential Functions:** The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Responsible for the preparation of food to be served in the senior center breakfast and lunch program including work delegated to other cafe' workers.
- Work closely with the Executive Director to keep residents satisfied with food and dining programs. Assist in the plan and coordination of the kitchen workflow.
- Transfer large batches of food from stock pots, kettles, ovens and roasting plans to appropriately sized serving and storage trays.
- Maintain a safe, clean and sanitary kitchen and café' including but not limited to; counters, walls, food production surfaces, floors, sinks, ovens, food production equipment and food storage areas.
- Perform accurate record keeping as follows: production records, inventory sheets, daily income sheets, HACCP documentation and cleaning schedules.
- Communicate kitchen needs with Executive Director related to equipment, food and assistance.
- Ensure that food quality and safety guidelines are followed when the work is completed.
- Adhere to the adopted policies of the Bellingham Senior Center.
- May perform other duties as needed and/or assigned.

**Recommended Minimum Qualifications:**

**Education and Experience:** High School Graduate or equivalent and 3-5 years of Quantity Food Production experience in an institutional cafeteria, school district cafeteria or restaurant kitchen.

Certification as a Food Protection Manager/Servsafe Certification and Allergen Awareness.



**Skills/ Abilities:**

1. The ability to read, understand and follow written and/or verbal instructions in English, including but not limited to: standardized recipes, production records, inventories, order guides and cleaning schedules.
2. The ability to input dollar amounts and extend daily cash sheets and the ability to input values and extend production records, inventories, order guides, cleaning schedules and other records which may be assigned.
3. The ability to supervise volunteers as needed.
4. Possess knowledge of sanitary methods, standards, safety and HAACP precautions applicable to commercial kitchens and equipment.
5. Must be able to attend and successfully pass the Food Safety Certification Course as regulated by the Federal and State guidelines.
6. Must obtain and maintain certifications as required.
7. Ability to perform all essential duties.

**Physical and Mental Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Demands:** Requires standing for duration of shift and repetitive movement. Ability to lift fifty pounds without assistance.

**Motor Skills:** Duties involve assignments requiring the application of hand and eye coordination with finger dexterity and motor coordination in the operation of equipment in a safe manner.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Position Description approved by: Corinne Colan Human Resources Director

Date: 1-15-26

Position Description approved by: John J. [Signature] Town Administrator

Date: 1-20-2026