

**JOB OPENING  
OAK PARK TOWNSHIP**

**FOOD SERVICE STAFF LEADER – PART TIME (32.5 hours/week 7 a.m. to 1:30 pm)**

Oak Park Township is seeking a part time Food Service Staff Leader to serve as a member of the Senior Services team to help the Township achieve its mission of: 1) addressing the needs of our community by providing nutritious meals and opportunities for recreation, education, and socialization for older adults; 2) operating the nutrition site in an open, inclusive, and fiscally responsible manner while maintaining or improving service quality to staff, program participants, vendors and other partners; 3) providing opportunities for increased collaboration with community partners and providing volunteer opportunities to enhance service provision while conserving funds.

The Food Service Staff Leader will:

- Coordinate kitchen operations, oversee responsibilities of the kitchen staff and volunteers, ensure adhere to food safety guidelines throughout the service day.
- Monitor and provide feedback to kitchen staff and volunteers to aid them in successful daily operations of the nutrition site. Troubleshoot to resolve issues efficiently and effectively as they arise.
- Create a friendly, open, and welcoming environment by engaging with participants, volunteers, and staff.
- Act as a team player by providing staff coverage for other members of the Nutrition team as needed.
- Oversee food service equipment and supplies, maintain inventory and alert Nutrition Program Manager of needs and concerns.

The position requires a High School Diploma, ServSafe Food Service Sanitation Certification and one year experience as a team leader in a food service environment. Successful candidates must possess good interpersonal skills, demonstrate tact, and show sensitivity to the needs of older adults. Experience with Microsoft Office, databases and applicant tracking systems a plus.

Oak Park Township is a unique unit of Oak Park local government, providing human services to vulnerable citizens of our community: at-risk youth needing guidance to improve their chances for a successful life, senior citizens needing support to maintain their independence and financially struggling residents who need monthly assistance and job seeking help. In addition, the Township provides funding for mental health agencies and assistance with property tax inquiries and appeals.

Oak Park Township is an Equal Opportunity Employer.

For more information on the Oak Park Township, please visit: <http://www.oakparktownship.org>

Interested applicants should submit a resume via email by February 2, 2018 to Madeline Pietryla, [mpietryla@oakparktownship.org](mailto:mpietryla@oakparktownship.org).