



JOB OPPORTUNITY

Job Title: Production Coordinator
Reports To: Dietary Manager
Job Location: Seattle, WA
Hours/Schedule: Full time

JOB DESCRIPTION

This position is responsible for coordinating various operation functions, including, but not limit to the following: supervising staff performances, meal preparation and monitoring tray line, assisting and substituting the duties of the Dietary Manager to ensure the quality of dietary services.

ABOUT KIN ON

Kin On is a non-profit organization rooted in the Asian community for more than 30 years. Kin On's mission is to honors, supports, and advocates for our Asian elders and families in the Puget Sound region by offering culturally and linguistically appropriate health, social, and educational services.

As an award-winning 24/7 skilled-nursing facility, Kin On Rehab and Care Center is dedicated to offering culturally appropriate long-term and short-term transitional care to Asian seniors. Our Community Care Network provides an array of in-home and support services including: Family Caregiver Support, Home Care, Healthy Living Program and Chronic Care Management Program.

In addressing the unmet needs of the community, Kin On is undergoing a major capital expansion to create an aging-friendly campus to include a Community Center, Assisted Living Facility and Adult Family home (expected completion by Autumn 2018).

ROLE AND RESPONSIBILITIES

- Oversee the sanitation system of the kitchen; make sure that all foods have labels and dates.
- Monitor/document staffs' sanitation and housekeeping practices in the kitchen.
- Assist with scheduling for kitchen staff.
- Assist with food production as required, maintains production tally sheets.
- Measure the amount of meats and vegetables for the cooks to use; pulls out and defrosts meats in advance.
- Take inventory of food and equipment.
- Check deliveries and oversees storage system of food and supplies, place order for replenishment as needed.
- Monitor the condition of equipment and cooking utensils.
- Replenish nourishment on nursing floor.
- Respond to request from nurses
- Update diet change orders and renew diet cards
- Assist in tray line; check trays for accuracy.
- Take record of food and refrigerator temperatures.
- Perform other duties as required.

QUALIFICATIONS AND SKILLS

- Knowledge in Chinese cooking/ food service supervisory experience.
- Must be able to speak, read and write both Chinese and English.

TO APPLY: Send resume to Jean Wong, HR Manager at careers@kinon.org.

Kin On is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, gender, sexual orientation, gender identity and/or expression, creed, national origin, age, disability, genetic information, ancestry, citizenship, marital status, veteran and/or military status or any other legally protected status. No question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.