



## **JOB OPPORTUNITY**

**Job Title:** Food & Nutrition Assistant Coordinator

**Reports To:** Food & Nutrition Coordinator

**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: meal preparation, monitoring tray line, assisting and substituting the duties of the Food & Nutrition Coordinator to ensure the quality of dietary services.

## **ROLE AND RESPONSIBILITIES**

- Oversee the sanitation system of the kitchen; make sure that all foods have labels and dates
- Maintain sanitation and housekeeping practices in the kitchen
- Measure the amount of meats and vegetables for the cooks to use; pull out and defrost meats in advance
- Take inventory of food and equipment; maintain production tally sheets
- Check deliveries and oversees storage system of food and supplies, may 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
- Practice preventive infection control measures in accordance with established guidelines and policy
- Report all accidents concerning staff and residents to the Food & Nutrition Coordinator immediately
- Perform other duties as required

## **QUALIFICATIONS, KNOWLEDGE AND SKILLS**

- Must have a Food Handler Permit upon hire or obtain within 90 days of employment. Food Handler Permit must remain current during employment
- Must be able to read, write, speak, understand, and communicate clearly in English; a secondary Asian language such as Cantonese, Toishanese, Mandarin, Vietnamese, Korean, Japanese or Tagalog highly desired
- Able to cook East Asian food
- Knowledge of WAC laws for Assisted Living Facility and Adult Family Home preferred
- Able to pass a background check through DSHS, WSP and fingerprinting
- Ability to work independently and in a team
- Demonstrate, lead, and inspire excellent customer service to our residents
- Ability to work under pressure and constant interruptions
- Ability to function as a team leader in sharing responsibility for the provision of resident services in cooperation with all other members of the team
- Maintain professional working relationships with all associates, vendors, residents, including their families
- Demonstrate good judgment, problem solving and decision making skills

**TO APPLY:** Please send resume to Hiring Manager via [Careers@kinon.org](mailto:Careers@kinon.org). Only qualified individuals being considered will be contacted for an interview.

### **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 honor, support, and advocate for our Asian elders and families in the Puget Sound region by offering culturally and linguistically appropriate health, social, and educational services. Kin On is creating an age friendly campus which includes a 24/7 skilled-nursing facility, Rehab and Care Center, Home Care Services, Family Caregiver Support, Chronic Care Management Services, and Health Living Program. In addressing the unmet needs of the community, Kin On is soon to complete a major capital expansion to include an Assisted Living Facility and Adult Family Home.

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. Kin On participates in E-verify.