



**Town of Suffield
Job Posting**

Position: Kitchen Assistant
Post Date: March 24, 2026
End Date: Open Until Filled

The Town of Suffield is a quintessential New England town with a longstanding pledge to preserving its historic architecture and agricultural roots. The many people who serve Suffield through town government as employees and volunteers alike remain committed to developing and fostering a strong sense of community among its residents.

The Town of Suffield seeks qualified applicants for the position of Kitchen Assistant. Involves related duties in the Suffield Senior Center's congregate meal program. Serves the residents of Suffield in customer-oriented manner that helps promote a positive, professional image for the Town government.

Supervision Received:

Works under the general direction of the Senior Center Director.

Supervision Exercised:

None.

Essential Duties and Responsibilities:

1. Maintains kitchen inventory to ensure adequate stock is maintained at all times.
2. Orders and/or shops for kitchen inventory, approved by the Director, through approved vendors.
3. Assists Assistant to the Director with meal preparation, cooking, and cleaning up from meal services.

Other Job Functions:

1. Perform other related work as assigned.

Knowledge, Skills and Abilities:

1. Knowledge of the operational requirements of meal service program.
2. Knowledge of inventory system.
3. Ability to be trained by on-site QFO (Qualified Foodservice Operator) of safe food handling procedures.
4. Knowledge of foodborne illnesses and potentially hazardous foods.
5. Physical ability to lift or carry up to 25 pounds.
6. Knowledge and ability to use kitchen equipment.
7. Ability to communicate clearly and concisely both orally and in writing.

Minimum Qualifications:

Education & Experience:

1. High School Diploma or the equivalent.
2. Suitable experience may be substituted for education attainment if deemed appropriate by the First Selectman.

Special Requirements:

1. Valid, active Motor Vehicle Operator's license required.
2. Must submit to pre-employment drug and alcohol testing as well as fitness for duty testing.

Tools and Equipment Used:

Computer, standard office equipment, oven, stove, convection oven, commercial mixer, knives, cutting boards, refrigerator, freezer, emersion blender and other kitchen equipment necessary for meal service program.

Physical Demands:

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

While performing the essential functions of this job, the employee is frequently required to stand, walk, use hands and fingers, handle or operate objects, controls or standard office equipment, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl and taste or smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. The work is conducted in a commercial kitchen with virtually no disagreeable features. The noise level in the work environment is moderate.

General Guidelines:

The duties listed above 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.

The 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.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties or responsibilities that are required of the employee for this job. Functions, duties, responsibilities and activities may change at any time with or without notice.

Travel:

Travel is primarily local during the business day, although some out of the area travel and overnight may be expected for conferences and seminars.

EEOC Statement:

It is the policy of the Town of Suffield to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local

law. In addition, the Town of Suffield will provide reasonable accommodations that do not present an undue hardship for qualified individuals with disabilities.

Hours:

Fifteen (15) hours per week; not to exceed 20 hours per week; schedule subject to change as deemed necessary for the requirements of the meal service. Schedule will be determined by Assistant to the Senior Center Director on a bi-weekly basis and according to the meal service menu.

Compensation and Benefits:

\$18.00 per hour. This position is considered casual employment and not eligible for benefits.

How to Apply:

Applications can be found on the town website at suffieldct.gov/departments/hr.

Please submit an application and resume by email to sfoley@suffieldct.gov or by mail to the Town of Suffield, Human Resources Department, Attention: Shannon Foley, 83 Mountain Rd, Suffield, CT 06078 by closing date of posting.

The Town of Suffield is an equal opportunity employer m/f/d/v.

The above posting is intended as a guide and is not a complete description of the position or process