

## **JOB DESCRIPTION FOR FACILITATOR/HEAD COOK FOR KREBS COMMUNITY CENTER**

Facilitator job duties include, but not limited to, cleaning the facility, scheduling fundraisers for the center, working on grants and attending two (2) meetings per year for the KEDDO grants that have been received, gathering merchandise and prizes for the once per year Bingo fundraiser. Handle monies received from fundraisers and twice per week breakfasts. Responsible for taking all monies to the City Treasurer to be deposited. Upkeep on building and notify city hall of any repairs that need to be made. Produce reports for the Food Bank once a month, reports for the money intake, and report to the Community Center Board once per month. Keep track of supplies and place orders through the city hall for disposable items such as cups, plates, plasticware, napkins, etc.

Head cook duties include, but not limited to, purchasing groceries and stocking groceries, cooking breakfast for approximately 50 people, clean up after breakfast with the help of the Assistant Cook, maintaining a clean kitchen that can pass the State of Oklahoma Department of Health inspection, and maintaining a food handlers license.