



Title: Authorize Hiring Part-Time Senior Center Kitchen Manager

Report From: Alisha Ely, City Clerk | HR Specialist

Action Requested:	<input type="checkbox"/> Informational	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Public Hearing
Form of Action:	<input type="checkbox"/> Resolution	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Contract/Agreement
	<input type="checkbox"/> Other	<input type="checkbox"/> NA	

Summary Statement

Staff is requesting approval to hire Cavan Kenney to fill the part-time Senior Center Kitchen Manager position.

Recommended Action

1. Authorize hiring Cavan Kenney to fill the position of Senior Center Kitchen Manager.
2. Click or tap here to enter text.
3. Click or tap here to enter text.

Core Strategies

- | | |
|--|---|
| <input checked="" type="checkbox"/> Comprehensive Services to meet needs | <input type="checkbox"/> Engage and Informed Community |
| <input type="checkbox"/> Maintain financial sustainability | <input checked="" type="checkbox"/> High-Performing team of public servants |
| <input type="checkbox"/> Conscientious asset/infrastructure mgmt. | <input type="checkbox"/> Safe and healthy community |
| <input type="checkbox"/> Sustainable and planned growth | <input type="checkbox"/> Maintain and protect community strengths |
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Background

The Senior Center Kitchen Manager is responsible for overseeing the daily operations of the Senior Center kitchen, which includes managing the weekday lunch program as well as coordinating commercial and private facility rentals. After the retirement of the previous Senior Center Kitchen Manager, Staff opened the position up for applicants.

The City received three applications for consideration. After review, two applicants were selected for interviews. The interviews were conducted by a panel consisting of Nick Neaton, Community Enrichment Director; Linda Van Lith, Assistant Senior Center Coordinator; and Alisha Ely, City Clerk & HR Specialist. Following completion of the interview process, staff extended a conditional offer of employment to Cavan Kenney, who has accepted the position. Mr. Kenney brings experience in catering and working with staff and volunteers. The interview panel is confident Mr. Kenney will be a valuable addition to the City of Delano team. Pending Council approval, Mr. Kenney's anticipated start date will be Wednesday, January 21, 2026.

Staff recommends approval to hire Cavan Kenney into the role of part-time Senior Center Kitchen Manager.

Financial Consideration

Is there a financial consideration?

☐ No

☒ Yes

Financing Source:

☒ Budgeted

☐ Budget Modification

☐ New revenue source

☐ Use of revenues

☐ Other

Attachments:

☒ Senior Center Kitchen Manager Position Description

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Position / Title	Senior Center Kitchen Manager
Department	Community Enrichment
Immediate Supervisor	Community Enrichment Director
Classification	Part-Time Non-Exempt
State Job Match	140

Primary Objective

Under the general direction of the Community Enrichment Director, the Senior Center Kitchen Manager oversees the day-to-day operations of the senior center kitchen, including the weekday lunch program, as well as commercial and private rentals. This position assists Senior Center staff with Senior Center related activities. The Senior Center Kitchen Manager must have the ability to work with the general public and volunteers with efficiency and courtesy.

Essential Functions

1. Manage Senior Center Lunch Program
 - a. Ensure kitchen facilities and practices are in compliance with the Minnesota Health Department (MDH) standards
 - b. Ensure food safety is maintained at all times in the Senior Center Kitchen
 - c. Develops menus and prepares meals for the Senior Center's lunch program, as needed
 - d. Oversee the serving line, ensuring meals are high quality and properly portioned
 - e. Coordinate menus and logistics for the lunch program with restaurant partners
 - f. Recruit and manage volunteers for kitchen positions
 - g. Lead kitchen training for Staff and volunteers
 - h. Purchase equipment and supplies for lunch program and ensure proper maintenance and cleaning of kitchen equipment
 - i. Maintain lunch attendance records for billing purposes
2. Manage Commercial Kitchen Rentals
 - a. Serve as first point of contact for kitchen rental inquiries
 - b. Provide tours and answer questions for potential renters
 - c. Coordinate kitchen rental schedule
 - d. Complete necessary rental paperwork for renters
 - e. Ensure that kitchen renters meet the expectations within the rental contract
 - f. Ensure that the kitchen practices meet MDH guidelines
 - g. Issue and monitor billing notices for kitchen renters
3. Perform other duties as assigned

Required Knowledge, Skills and Abilities

1. Ability to cook and prepare meals for serving in a commercial kitchen setting
2. Ability to communicate effectively, both orally and in writing
3. Ability to lift forty pounds
4. Ability to plan, coordinate, direct and review related work activities
5. Ability to stand for long periods of time
6. Ability to manage, complete projects and meet deadlines
7. Knowledge of spreadsheets, word processing and database software and ability to use on a daily basis
8. Knowledge of public information, laws and regulations

Minimum Qualifications:

1. The Kitchen Manager must possess (or be willing to obtain) Certified Food Protection Manager (CFPM) certificate

Desired Qualifications

1. Current Certified Food Protection Manager (CFPM) certificate
2. Personal computer experience, including Microsoft Office application
3. Experience with Minnesota Department of Health standards
4. Experience with volunteer coordination