

UNION SETTLEMENT

EMPLOYMENT OPPORTUNITY

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Assistant Cook- Washington Lexington Senior Center and Jefferson Dinner Project

Department: Senior Services

Reports to: Head Cook

Hours: Full-Time

FLSA: Non-Exempt

Reviewed: 10/13/16

Position Summary:

Under the supervision of the Head Cook, the Assistant Cook at Washington Lexington is responsible for the service of food for lunch at Washington Lexington Senior Center, as well as assisting with the preparation of sandwiches and snacks for the Meals on Wheels (MOW) clients.

Responsibilities:

- Serve lunch at Washington Lexington Senior Center, in accordance with Department for the Aging (DFTA) and New York City Department of Health (DOH) guidelines
- Assist the Coordinator at Washington Lexington Senior Center in determining appropriate work schedules and tasks for volunteers
- Responsible for cleaning the kitchen and all kitchen equipment at Washington Lexington Senior Center. This includes the periodic cleaning of large equipment such as refrigerators, freezers and coffee urns
- Assign appropriate duties and supervise all volunteers in the Washington Lexington Senior Center kitchen
- Assist the Cook with preparation of sandwiches/snacks
- Responsible for the safe handling of food, including cooking and storing meal according to temperature and safety guidelines at all times
- Receive, unpack, inventory, and store all food according to policy and guidelines immediately upon delivery. This includes dating perishable and canned goods
- Attend trainings sponsored by DFTA and DOH
- Additional duties as assigned by supervisor.

Qualifications:

- High school diploma or GED.
- Demonstrated experience working as a cook or assistant cook.
- Valid NYC Food Protection Certificate a plus. Ability to take training course and obtain NYC Food Protection Certificate at time of employment required.
- Ability to stand and cook for long hours.
- Ability to lift up to 40 pounds.
- Good organizational ability, time management, and interpersonal skills.
- Good written and oral communications skills.
- Desire or interest in working with aging populations.
- Bilingual (English/Spanish) a plus.

To Apply:

Please send cover letter, resume, references, and salary requirements to:

jobs@unionsettlement.org

Please indicate Assistant Cook- Washington Lexington Senior Center and Jefferson Dinner Project in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER