

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
Department: Early Childhood Education
Reports to: Educational/Site Director
Hours: Full-Time

Position Summary:

The Assistant Cook shall perform the general duties under the supervision of the Director, and when assigned to food service responsibilities, under the supervision of the Cook. The Assistant Cook performs functions related to housekeeping, food service, and maintenance and distribution of supplies. In addition, the Assistant Cook will accept training related to food preparation and cooking so that he or she may substitute for the Cook as needed.

Responsibilities:

- Assist Cook in preparing food, as needed.
- Arrange tables for lunch and snack times, in accordance with the needs of the children's groups.
- Distribute dishes, cutlery, and food to children.
- Clean eating areas before and after meal and snack times.
- Wash dishes and utensils according to sanitary practices.
- Remove kitchen garbage to outside receptacles and clean containers.
- Assist in maintaining inventory of food and utensil supplies.
- Additional duties as assigned by Educational Director.

Qualifications:

- High school diploma or GED.
- Valid NYC Food Handler's Certificate.
- Demonstrated experience in food service.
- Demonstrated experience in maintaining an inventory of supplies.
- Ability to maintain cooperative relationships with staff and children.
- Excellent organizational ability and interpersonal skills.

To Apply:

Please send Cover Letter, Resume, Salary Requirements, and References to:

hr@unionsettlement.org

Please indicate Assistant Cook in subject of e-mail.

Position posted in-house: November 19, 2014

Position posted publicly: November 26, 2014

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER