

UNION SETTLEMENT

EMPLOYMENT OPPORTUNITY

Union Settlement Association, established in 1895, is one of the largest social service agencies in East Harlem. The agency provides childcare, after-school programs, youth development, college preparation, adult education (including ESL and GED), programs for the elderly, mental health services, and more. Union Settlement has approximately 400 dedicated employees who work from 18 different sites to serve over 13,000 local residents each year. In addition, two related entities – Union Settlement Home Care Services and Union Settlement Federal Credit Union – offer complementary programs and services to the community. For additional information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Cook
Department: Senior Services
Hours: Full-Time

Position Summary:

The Cook is responsible for the purchasing, preparation, and service of food for breakfast and lunch at senior centers and the Meals on Wheels program.

Responsibilities:

- Prepare and cook meals for senior centers and Meals on Wheels, in accordance with Department for the Aging (DFTA) and New York City Department of Health (DOH) guidelines.
- Prepare, cook, and pack meals for satellite sites and the Meals on Wheels program.
- 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.
- Responsible for cleaning the kitchen and all kitchen equipment at the senior center. This includes the periodic cleaning of large equipment such as refrigerators, freezers, slicing machine, range, ovens, range hood, steam table, and coffee urns.
- Prepare weekly food purchase orders and assist the Coordinator at the senior center to place weekly food orders.
- Prepare daily reports on the use of food for the breakfast meal, as well as inventory breakfast food monthly.

- Attend trainings sponsored by DFTA and DOH
- Assign appropriate duties and supervise all volunteers in the kitchen.
- Assist the Coordinator at the senior center in determining appropriate work schedules and tasks for volunteers.
- 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, Salary Requirements, and References to:

Jobs@unionsettlement.org

Please indicate Cook – Senior Services in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER