

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: Head Cook
Department: Senior Services
Reports to: Director of Senior Services
Hours: Full-Time

Position Summary:

Under the supervision of the Director, the Head Cook is responsible for menu planning, food purchasing, food preparation and cooking, as well as supervision of kitchen staff and adherence to HACCP based standard operating procedures. The Head Cook is also responsible for overseeing the packaging of all Meals on Wheels and satellite site meals, and congregate lunch service. He or she is responsible for the purchasing, receiving, dating, storing and inventory of all food and supplies for breakfast, and MOW and congregate lunch. He or she is responsible for supervising portioning, packing and plating food for both MOW and congregate lunch at satellite sites.

Additional Responsibilities:

- Utilize batch cooking techniques for daily food production.
- Conduct daily production meeting with kitchen employees/volunteers. Make decisions about daily production needs and ensure tasks are assigned and carried out. Complete daily production plan record.
- Utilize DFTA's Simple Serving computer program to plan menus and follow recipes.
- Supervise food temperatures and equipment (refrigerator & freezer) temperature recordings daily at Jefferson Senior Center. Monitor and supervise all temperature records at satellite sites.
- Plan quarterly menus with the Deputy Director and input from the Advisory Council.
- Prepare weekly food purchase orders and place weekly food orders.
- Supervise preparation of daily food use records and monthly food inventory.
- Supervise all work and cleaning schedules.
- Use kitchen procedural manual to train food service employees/volunteers before assigning food service tasks. Retrain any food service employees/volunteers found not following standard operating procedures.

- Supervise and support Jefferson Senior Center by monitoring cleanliness of kitchen and dining room, providing staff and volunteer management and supervision, and supervision of breakfast and lunch service.
- Attend trainings as specified by the New York City Department for the Aging and Department of Health.
- Attend appropriate training programs as requested by supervisor.
- Compile statistics, prepare reports, maintain staff and volunteer attendance, and other required records.
- Responsible for the safe handling of food, especially storing food according to temperature and safety guidelines at all times.
- Receive, unpack, inventory, and store all food and kitchen supplies according to policy and guidelines immediately upon delivery. This includes dating perishable and canned goods.
- Responsible for daily cleaning the of the main kitchen and all kitchen equipment, including large equipment such as slicing machine, range, ovens, steam table, and coffee urns. Also responsible for regular periodic cleaning of refrigerators, freezers, range hood, etc.
- Additional duties as assigned by supervisor.

Qualifications:

- High School Diploma or High School Equivalency.
- Significant experience as a cook in an institutional setting and/or formal culinary training.
- Valid New York City Food Handler's License.
- Valid NYC Food Protection Certificate a plus.
- Excellent computer skills.
- 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 Head Cook in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER