Job Description

Table:

<table>
<thead>
<tr>
<th>Title:</th>
<th>Assistant Cook</th>
<th>Full-Time/ Part-Time:</th>
<th>Full-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Senior Services – Food and Nutrition</td>
<td>Hourly/ Salary:</td>
<td>Hourly</td>
</tr>
<tr>
<td>Work Schedule:</td>
<td>35 hours per week</td>
<td>Regular/Seasonal/Temporary:</td>
<td>Regular</td>
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<tr>
<td>Exemption:</td>
<td>N/A</td>
<td>FLSA Classification:</td>
<td>Non-Exempt</td>
</tr>
</tbody>
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Organization Overview:

The Stanley M. Isaacs Neighborhood Center (Isaacs Center) is a non-profit, multi-service organization focusing primarily on the needs of children and low-income families, out-of-school and out-of-work youth, and aging New Yorkers. We operate at community centers located in the neighborhoods of East Harlem and Yorkville, and seek to deliver programs that are impactful, innovative, and intergenerational.

Position Summary

The Assistant Cook prepares and serves breakfast, lunch, dinner and snacks as per a pre-existing menu based on Department for the Aging nutritional guidelines for the Home Delivered Meals Program and congregate meals at Senior Centers. The Assistant Cook is responsible for assisting in the maintenance, sanitation and cleanliness of the kitchen and related facilities and equipment.

Qualifications:

- Possession of Food Protection Certificate as issued by the NYC Department of Health and Mental Hygiene.
- Two years of experience cooking for groups of 100-200 people
- Experience preparing and cooking for hot, frozen, and chilled home delivered meals 250+ meals
- CPR certified and AED/first Aid Certified or be willing to attend both trainings.
- Proficient in Microsoft Excel and Outlook.
- Ability to stoop, bend, lift and carry 50+ lbs.
- Ability to stand for extended periods of time
- Ability to multi-task and work independently with minimal supervision.
- Ability to work in a fast paced, high pressure environment
- Experience or interest in serving older adults in a community center setting.
- Bilingual, English/Spanish is a plus
- Ability to work some flexible hours including evenings and weekends if needed
- Must be able to work on Thanksgiving and Christmas Day

Primary Duties:

**General function**

- Assists with food preparation according to a pre-planned menu, food service and tray line service.
- Assists the Head Cook with daily supervision of other kitchen staff members.
- In the absence of the Head Cook, assumes full responsibility for cooking, serving pre-planned meals, record keeping and the task supervision of kitchen staff, interns, and volunteers.
- Assists in the inventory and proper maintenance of food storage areas; dating all food items in the storage room.
- Assists with unpacking, labeling, storing and rotating of food and disposables.
• Assists in the maintenance, cleanliness and sanitization of refrigeration/freezer units, steam tables, beverage dispensers, dining room tables, cupboards, shelves/racks, work surfaces, cooking equipment, dishes, utensils, appliances and storage areas.
• Reports appliance/equipment failure to the Head Cook in a timely manner
• Prepare, cook and supervise portioning and serving of food.
• Participate in menu planning and develop food purchase orders, submit orders on time.
• Receive purchased food, confirm order with delivered goods; inspect quality and quantity and approve.
• Maintain Daily Food Used Records, conduct monthly Physical Food Inventory, and oversee proper storage and dating of received food.
• Coordinate activities of staff engaged in food preparation, meal service, packaging, and clean up.
• Responsible for safe handling and proper temperature control of prepared foods, food storage areas, refrigerators and freezers.
• Responsible for proper functioning, cleaning of kitchen equipment, dining areas, and adherence to sanitation standards.
• Assist in the support of volunteers and interns in the kitchen.
• Actively participate in all aspects of staff development, including weekly supervision, team meetings, and training during the year
• Perform other duties as required.

**Workplace Safety**

• Utilize the provided personal protective equipment such as masks and gloves at all times; use provided hand sanitizer as needed
• Wash hands before the start of the work shift and at the end of the work shift
• Follow established cleaning and sanitization procedures
• Report immediately; flu-like symptoms
• Report immediately; exposure to others who have exhibited flu-like symptoms

*The Stanley M. Isaacs Neighborhood Center is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.*