

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: Substitute Cook
Department: Early Childhood Education
Reports to: Educational/Site Director
Hours: As needed

Position Summary:

The Cook is responsible for ensuring that children are served nutritious, good tasting and appealing meals and snacks. It is also the Cook's duty to deliver meals to the classroom ready for family style meal service and suitable for the children's age and development. The Cook purchases all food and supplies necessary and keeps records required by the Child and Adult Care Food Program (CACFP) and the program. This position involves extensive organizing, problem solving, record keeping, and time management.

Responsibilities:

- Cooks and prepares food, as needed.
- Plans and prepares foods in accordance with CACFP.
- Arranges tables for lunch and snack times, in accordance with the needs of the children's groups.
- Purchases food and supplies necessary to prepare the planned menus for the number of enrolled children and program staff.
- Distributes dishes, cutlery, and food to children.
- Cleans eating areas before and after meal and snack times.
- Washes dishes and utensils according to sanitary practices.
- Removes kitchen garbage to outside receptacles and clean containers.
- Assists in maintaining inventory of food and utensil supplies.
- Assures the proper care and maintenance of all food service equipment; identifies equipment needs for food preparation and service and assists in purchasing as needed.
- Assists teachers with developing food activities for the children in the classroom.
- 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, References, and Salary Requirements to:

earlychildhoodcareers@unionsettlement.org . Please indicate Substitute Cook in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER