

Job Description

Title:	Senior Center Cook	Full-Time/ Part-Time:	Full-Time
Department	Senior Services	Hourly/ Salary:	Hourly
Work Schedule:	35 hours per week	Regular/Seasonal/Temporary:	Regular
Exemption:	N/A	FLSA Classification:	Non-Exempt

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 Senior Center Cook prepares and serves breakfast, lunch and snacks as per a pre-existing menu based on Department for the Aging nutritional guidelines. The Cook is responsible for assisting in the maintenance and cleanliness of the kitchen and related facilities and equipment. In addition, the Cook will have responsibility for oversight and training of student interns who have an expressed an interest in careers in culinary arts.

Qualifications:

- Possession of a valid in Food Protection Certificate as issued by the NYC Department of Health and Mental Hygiene.
- Two years of experience cooking in a community center setting or for groups of 100-200 people
- Experience in cooking to satisfy specific nutrition guidelines for older adults..
- Proficient in Microsoft Excel and Outlook.
- CPR certified and AED/first Aid Certified or be willing to attend both trainings.
- Able to lift heavy objects and stand long hours as needed.
- Ability to multi-task and work independently with minimal supervision.
- Experience or interest in serving older adults in a community setting.
- Bilingual, English/Spanish or English/Chinese highly preferred.
- Bicultural skills desirable, but not required
- Ability to work some flexible hours (e.g., evenings and weekends)
- Able to work on Thanksgiving or Christmas Day
- Supervisory experience is a plus but not required.

Primary Duties:

- Assists with food preparation according to a pre-planned menu, food service and tray line service.
- Assists the Food Service Manager with daily supervision of other kitchen staff members
- In the absence of the Food Service Manager, assumes full responsibility for cooking, serving pre-planned meals, record keeping and the task supervision of kitchen staff 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.
- Coordinates, instructs, and facilitates on-going coaching and training of interns interested in careers in

the culinary arts.

- Reports appliance/equipment failure to the Food Service Manager in a timely manner
- Other duties as required.

Stanley Isaacs Center is an Equal Opportunity Employer / Program

July 2017