COMMUNITY AGENCY FOR SENIOR CITIZENS, INC.

JOB DESCRIPTION

TITLE: Per Diem Cook

IMMEDIATE SUPERVISOR: Cook and Assistant Director

PROGRAM: Older Adult Centers (OAC)

JOB PURPOSE AND OBJECTIVES:

Under the supervision of the Cook/Assistant Director, assist in food preparation for 100+ meals per day, monitor food temperatures, maintain proper storage and sanitary conditions and clean up after meals.

ESSENTIAL FUNCTIONS:

1. Assist with food preparation, food service and packaging of weekend meals.
2. Move, unpack and store food supplies.
3. Assist in taking food inventory and maintaining order of food storage area.
4. Clean dining areas, kitchen, including cupboards, shelves, racks, work surfaces, cooking equipment, dishes and utensils.
5. Do cleaning of large and small appliances, equipment and storage areas.
6. In the absence of the Cook, assume all responsibilities for Cook.
7. Be familiar with all relevant DFTA standards.
8. Assist with other Senior Center tasks as assigned.
9. Know overall agency goals and programs.

SUPERVISORY RESPONSIBILITY:

None

EDUCATION AND EXPERIENCE:

Valid NYC Department of Health &Mental Hygiene Certificate in Food Protection.
High School Diploma
One-year cooking experience for large groups.

REQUISITE SKILLS AND CAPABILITIES:

1. Good physical health
2. Ability to stand, walk, bend throughout the entire work day
3. Able to lift, stack and maneuver objects that may weigh 30 to 60 pounds
4. Work well on team to develop welcoming environment for older adults and visitors at the Center.
5. Must be available between 6 am and 3 pm to cover shift as needed and willing to be contacted same day if needed.

Hourly Rate: $19-$20.00
Per Diem, can lead to full time permanent
Email resumes to jobs@cascsiny.org