ASSISTANT COOK

Summary: Under the supervision of the Food Manager, the Assistant Cook is responsible for the planning, preparation and serving of the food for children enrolled in all childhood programs.

Essential Functions: Reasonable Accommodations Statement - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Establishes and maintains good working relationship with agency staff, staff from related businesses, agencies, parents and children. Reports to the Food Manager.
- Assist with ordering supplies and maintains inventory. Receives and accounts for foods needed to prepare meals.
- Plans for prepares and serves breakfast, lunch and AM-PM snacks following Department of Health guidelines.
- Helps maintains daily production records. Completes all work in a timely manner.
- Takes safety precautions to prevent accidents, fire, food and poisoning.
- Supervises children in the classroom in an emergency. Keeps knowledge of children and families confidential.
- Attends scheduled staff meetings, staff training and other center events as assigned.
- Continues to develop professionally. Performs all other duties as assigned by Supervisor.

Position Qualifications (competency statements):

- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Accuracy - Ability to perform work accurately and thoroughly.
- Customer Oriented - Ability to take care of the customers’ needs while following company procedures.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Ethical - Ability to demonstrate professionalism conforming to a set of values and accepted standards.
- Interpersonal-Ability/desire to understand others’ attitudes/interests/needs/nonverbal behavior, listening skills, and understanding strengths/limitations of others.
- Relationship Building-Ability to build/maintain friendly relationships/networks with people who might be useful in achieving work-related goals.
- Reliability - The trait of being dependable and trustworthy.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.

Skills and Abilities:

- High School diploma or equivalent.
- Bilingual English and Spanish - Ability to follow written and oral instruction in both languages.
- Experience cooking in large volume.
- Knowledge of Hispanic food preferred.
- Ability to make simple computations.
- Food Services Certification and must have clearance through NYS Central Registry.

Physical Demands:

The position does require occasional standing, squatting, lifting of up to approximately 40 lbs. and frequent sitting.

Apply On-line at:

iberojobs.org