

**JOB POSTING**

**JOB TITLE:** Cook  
**DIVISION/OFFICE:** Early Childhood Development Division  
**EMPLOYMENT TYPE:** Full-time  
**REPORTS TO:** Health/Nutrition Manager

**LOCATION:** TBD  
**FLSA STATUS:** Non - Exempt  
**SOC CODE:** 35-2012  
**COMPENSATION:** \$18.4395-\$19.5920 (hourly rate)

**BENEFITS:** La Casa offers a generous benefits package, including paid holidays, Paid Time off (PTO) if eligible, Paid Sick Leave (PSL), 401k with employer match upon eligibility, and health, dental and life insurance benefits if you meet the eligibility requirements.

**POSITION SUMMARY:** Cook who is responsible for assisting in the implementation of food services in a Head Start program serving children ages 6 weeks -5 years old. Responsibilities include assisting in preparing attractive nutritious, USDA-approved meals; keeping the kitchen clean and sanitary according to Health Department ordinances; and maintaining adequate food stocks, kitchen supplies, and food service records.

**RESPONSIBILITY AND DUTIES:**

- Prepares nutritious meals that take into consideration children’s various cultures and individual nutritional needs.
- Maintain list and be aware of center food allergies and concerns. Prepare alternate menu items as needed for children requiring special diet.
- Follows menu guidelines and adjusts when necessary due to an availability of menu items or an individual child’s needs.
- Assist in planning for services, keeping a weekly record of the menus and inventory of all kitchen stock
- Assist in the distribute of all meals for children and program events:
- Work in conjunction with the nutrition and classroom staff to monitor family style dining in classrooms and document as appropriate.
- Understands and uses child nutritional needs and age-specific portion sizes to prepare meals in accordance with CACFP guidelines.
- Assist in the preparation for food and supplies order when necessary:
- Understands and strictly adheres to health, safety, food handling and sanitation requirements before, during and after meal preparation.
- Maintain food service record-keeping and reporting as directed by supervisor
- Monitor and maintain proper food temperatures.
- Monitor and maintain proper temperatures of all refrigerator and freezers.
- Cleans and maintains the kitchen and storage room in a safe and sanitary manner including floors, kitchen equipment and utensil
- Administers and observes the organizations office operations, policies and procedures
- Volunteerism is encouraged during La Casa’s sponsored events
- Responsible for community building and outreach efforts with the goal of increasing awareness in the community of La Casa’s program and increase participant numbers.
- Other duties may be assigned to meet business needs

**EDUCATION, EXPERIENCE AND PHYSICAL DEMANDS**

- A high school diploma or equivalent (HSE), Serve Safe Certified, OSHA trained with two years of relevant experience (Knowledge of Head Start Standards preferred).
- Bi-lingual (English/Spanish/French/Creole/Portuguese)
- Good interpersonal, written and verbal communication skills
- Must be detailed oriented and able to multitask
- Ability to take initiative, work independently and work in a team environment
- Must be able to work in a fast-paced environment
- Ability to carry oneself professionally
- Be knowledgeable of basic safety and sanitation practices and procedures
- Ability to make fast, simple, repeated movements of the fingers, hands, and wrists. Ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time.
- Ability to use hands and arms in handling, installing, positioning, and moving materials, and manipulating things. Ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
- Perform physical activities that require considerable use of your arms and legs and moving your whole body such as climbing, lifting, balancing, walking, stooping and handling of materials.
- Ability to exert maximum muscle force to lift, push, pull or carry objects. Effectively handle lifting of various objects weighing up to 50lbs
- Must be able to work in varying weather conditions
- Valid New Jersey Driver’s License a must

*\*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**SCHEDULE:**

- Monday – Friday, 8:00 am -4:00pm (Schedule may vary according to meet Early Childhood Development needs)

**TO APPLY:**

- Please email your resume with cover letter to: [Yshin@lacasanwk.org](mailto:Yshin@lacasanwk.org). Only candidates being considered for an interview will be contacted.  
**Open Date:** March 4, 2019    **Closing Date:** April 12, 2019

**La Casa de Don Pedro is an Equal Opportunity/Affirmative Action Employer and committed to diversity in the work place. All applicants will receive consideration for employment without regard to age, race, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.**

To learn more about our organization, please visit our website: [www.lacasanwk.org](http://www.lacasanwk.org)

