



Job Description

February 15, 2019

POSITION

Kitchen Aide

EMPLOYMENT TYPE

Part-time, 20 hours/week

SALARY

\$15.00/hourly

REPORTS TO

Program Director, Diana H. Jones Innovative Senior Center

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the general supervision of the cook assist in food preparation service

- Assist in food preparation for the following day
- Supervise the portioning and serving of food
- Maintain sanitary conditions in the kitchen and dining area
- Package individual portions of bread, fruits, butter, salad dressing, and other foods
- Maintain safe handling and perform temperature control of prepared foods
- Complete and maintain required records and forms
- Wash all dishes, pots and pans
- May substitute for helper in dining room aide
- Other duties as required by the director of the site

COMPETENCIES

Able to lift heavy objects and stand for long periods of time.

Experience in cooking for a large group

Have Food Protection Certificate from the City of New York Department of Health.

Bilingual- English/Spanish

APPLICATION DEADLINE

Ongoing

SUBMIT RESUME TO

Narcisa Ruiz, Director

nruiz@riseboro.org