

# Job Posting

February 1, 2019

## POSITION

MOW Head Cook

## EMPLOYMENT TYPE

Regular FT – 35 hours/week

## SALARY

Commensurate with experience

## REPORTS TO

Program Director

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Participate in menu planning and submission of menu to funding source, submit food orders, oversee weighing in, receiving and proper storage of food
- Prepare, cook and supervise portioning and serving of the food
- Supervise and coordinate activities of staff engaged in food preparation, meal service and cleanup
- Supervise safe handling and proper temperature control of prepared food
- Supervise proper functioning and cleaning of kitchen and kitchen equipment, dining areas, and adherence to sanitation standards
- Supervise packing and delivery of meals to satellites and to the homebound
- Maintain food usage records, food temperature logs, daily food use records and assist in taking monthly inventory and determining
- Prepare and provide training to staff on food preparation and safety on a quarterly basis.
- Attend training as requested by the director
- Other duties as required by the MOW Director of the site.

## COMPETENCIES

- Ability to stand long hours, and able to lift heavy objects
- Supervisory Experience Preferred
- Ability to read, write and speak English
- Must have NYC DOH Food Handlers License/Certificate

## EDUCATION EXPERIENCE

Five years of experience in Kitchen supervisor position.

Associates or Bachelors encouraged but not mandatory with satisfactory work experience.

## APPLICATION DEADLINE

Ongoing

## SUBMIT RESUME TO

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