



Brooklyn Community Services

Position: **Head Cook**
Program/Department: Early Childhood Programs, Duffield Children's Center
Reports to: Duffield's Site Manager
Work Location: 101 Fleet Place, Brooklyn, NY 11201
Hours: Full Time

Position Summary:

Our Early Childhood program is designed to enhance the physical, social, emotional, cognitive, and language development of young children through high quality educational and social services for themselves and their families. Our Head Cook is responsible for meeting the dietary needs of each child, meet CACFP guidelines and for Department of Health regulations.

Responsibilities:

- Prepare, cook and serve food according to recommended practices from the Department of Health
- Plan menus in accordance with USDA/CACFP regulations
- Keep inventory of food and supplies on hand as needed
- Inform director of needed food supplies, repairs and replacement of kitchen equipment and utensils
- Supervise the storage of all food and supplies
- Provide supervision and direction to the assistant cook
- Maintain all kitchen equipment in good repair, clean and sanitized
- Other related duties, as assigned, consistent with above

Qualifications:

- Must have Food Handlers Certificate., previous related experience in food preparation, ability to read and write in order to create written menus, recipes and work schedules. Head Cook must be able to maintain inventory of supplies, food orders, maintain cooperative relationships with staff, children, parents and visitors.

QUALIFICATIONS PREFERRED:

- Culinary training and two years of kitchen management experience.

Contact:

Email or Fax Resume and Cover Letter to:
Sharon Turner, Duffield's Education and Site Manager
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