



Brooklyn Community Services

**Position:** Substitute Cook  
**Reports to:** Duffield Director  
**Program/Department:** Duffield Children's Center/Early Childhood Programs  
**Hours:** Per-diem, Hourly

**Position Summary:**

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

**Responsibilities:**

- Plan menus in accordance with USDA/CACFP regulations
- Prepare, cook and serve food according to recommended practices from the CACFP and the NYC Department of Health
- Keep complete and accurate 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
- Maintain all kitchen equipment in good repair, clean and sanitized
- Participate in agency wide groups and meetings as required
- Assist with development of funding proposals as needed
- Other related tasks as may be required and consistent with the above.

**Qualifications Required:**

- High School Diploma
- NYC Department of Health Food Certification

**Contact:**

Email Resume and Cover Letter to:  
Sharon Turner  
sturnerr@wearebcs.org