



Position: Assistant Cook

Program/Department: Early Childhood Programs, Duffield Children's Center

Reports to: Duffield Site Manager

Work Location: 101 Fleet Place, Brooklyn, NY 11201

Hours: Full Time Part Time Hourly

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
- Order food, provide to site manager list of kitchen supplies,
- Report to Site Manager needed repairs and replacement of kitchen equipment and utensils
- Maintain all kitchen equipment in good repair, clean and sanitized
- Other related duties, as assigned, consistent with above

QUALIFICATIONS REQUIRED:

- Must have Food Handlers Certificate., previous related experience in food preparation
- Ability to create written menus, recipes and work schedules.

QUALIFICATIONS PREFERRED:

- Culinary training and two years of cooking experience

CONTACT:

Fax cover letter and resume to:

Include job title in the subject line

Sharon Turner, Duffield Education & Site Manager

Email: Sturner@wearebcs.org

Fax: 718-522-5338

EQUAL OPPORTUNITY EMPLOYER