



OPEN POSITION ANNOUNCEMENT

Title: Cooks Assistant

COA Site: Riverwest Center

FLSA Status: Non-Exempt

Earnings: \$7.50 to \$8.75 per hour

Start: Immediate

Applications and resumes will be accepted until February 15, 2010.

This position is responsible for assisting the Kitchen Manager in implementing the Child and Adult Food Program in accordance with its requirements. 100% of this position is funded by the CACFP and Summer Food Programs. Hours vary from 20 – 40 hours, depending upon the season.

Main Job Responsibilities

- Understand and comply with the requirements of the Child and Adult Care Food Program.
- Assist in food preparations.
- Maintain cleanliness of the kitchen, which includes washing dishes, appliances, and storing left-over food.
- Check-in, inventory, and properly store food and supply deliveries.
- Prepare meals for delivery to classrooms and other programs.
- Work cooperatively with other kitchen staff.
- Complete all jobs assigned by Kitchen manager.

Qualifications

- High School Diploma or equivalent
- At least one year experience in a commercial food service industry in handling food.
- At least 21 years old.
- Possess strong math, language skills, and comprehend oral and written directions.
- Certification in Food Service Nutrition (may be obtained within 60 days of employment)
- Certification in Food Sanitation (may be obtained within 60 days of employment)
- Self-directed and able to work independently
- Well organized and able to meet deadlines
- Positive attitude and cultural sensitivity
- Ability to establish effective working relationships with diverse customers and staff

Please submit application or resume to:

Miko Walker
Human Resources Manager
COA Youth and Family Centers
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M_walker@coa-yfc.org