



## **EMPLOYMENT OPPORTUNITY**

Union Settlement Association, established in 1895, is one of the largest social service agencies in East Harlem. The agency provides childcare, after-school programs, youth development, college preparation, adult education (including ESL and GED), programs for the elderly, mental health services, and more. Union Settlement has approximately 400 dedicated employees who work from 18 different sites to serve over 13,000 local residents each year. In addition, two related entities – Union Settlement Home Care Services and Union Settlement Federal Credit Union – offer complementary programs and services to the community. For additional information about Union Settlement, please visit our website at [www.unionsettlement.org](http://www.unionsettlement.org).

**Position:** Cook

**Department:** Child Care

**Reports to:** Educational/Site Director

**Hours:** Full-Time

### **Position Summary:**

The Cook shall perform the general duties under the supervision of the Director. The Cook performs functions related to housekeeping, food service, and maintenance and distribution of supplies.

### **Responsibilities:**

- Prepare meals and snacks in accordance with pre-approved menus.
- Arrange tables for lunch and snack times, in accordance with the needs of the children's groups.
- Distribute dishes, cutlery, and food to children.
- Clean eating areas before and after meal and snack times.
- Wash dishes and utensils according to sanitary practices.
- Remove kitchen garbage to outside receptacles and clean containers.
- Assist in maintaining inventory of food and utensil supplies.
- Additional duties as assigned by Educational Director.

### **Qualifications:**

- High school diploma or GED.
- Valid NYC Food Handler's Certificate.
- Demonstrated experience in food service.
- Demonstrated experience in maintaining an inventory of supplies.
- Ability to maintain cooperative relationships with staff and children.
- Excellent organizational ability and interpersonal skills.

### **To Apply:**

Please send Cover Letter, Resume, Salary Requirements, Writing Samples, and References to: [Jobs@unionsettlement.org](mailto:Jobs@unionsettlement.org)

Please indicate Cook in subject of e-mail.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**