## Redwood Community Action Agency

**Community Services Division**

**Adult Programs at the MAC (Multiple Assistance Center for Homeless)**

**JOB ANNOUNCEMENT**

**TITLE:** Assistant Cook

**STATUS:** Part to Fulltime

**SALARY:** $10.50 hour plus health benefits after 2-months of employment (for fulltime only); also paid vacation, holidays and sick time.

**AVAILABLE:** Immediately

**DEADLINE:** Completed applications must be returned to RCAA. This position is open until filled and interviews will take place as qualified applicants are received.

**APPLICATION PROCESS:**

**Required Employment Applications available at:**

**Redwood Community Action Agency, 904 G Street, Eureka, CA 95501 or** [**www.rcaa.org**](http://www.rcaa.org)

**PLEASE NOTE:** Late applications, incomplete applications or resumes without applications will not be accepted. You will be notified of your status within 14 days of the deadline.

**POSITION PURPOSE**

Under the direct supervision of the Kitchen Supervisor, Head Cook or their designee, the Assistant Cook shall possess the skills and experience necessary to assist with stocking, preparing and serving food to the appropriate number of residents and staff. The Assistant Cook will also assume all kitchen responsibilities in the absence of the Kitchen Supervisor and/or Cook.

**GENERAL RESPONSIBILITIES**

***Specific Tasks in compliance with Safe Serve and Child/Adult Care food program requirements:***

* Assists in the preparation of daily menus and the execution (in proper quantity) and serving (in proper portion sizes) of all menu items.
* Following meals, the Assistant Cook will assist with the proper rotation, labeling, dating and covering of all remaining foods.
* Assists with preparation of menu items in advance giving special care to recipes, menus, special diets, and portion control practices.
* Assists with proper food serving as scheduled.
* Follow proper procedures for assisting with the ordering, receiving and storing of foods and supplies.
* Assist with supervision of volunteers in kitchen and dining hall.
* Must work assigned compulsory overtime.
* Perform daily cleaning tasks as required.
* Perform other related duties as assigned.

**JOB REQUIREMENTS**

Knowledge of and Experience With:

* Sanitary techniques in all foodservice areas.
* Must have a current “California Food Handler Card” from a registered provider or be willing to obtain one within 30 days from the date of hire.

Ability To:

* Follow direction, both verbal and written as assigned by the Kitchen Supervisor or their designee.
* Communicate/relate with individuals of various cultures, philosophical views, backgrounds, income levels and communication skills.
* Establish and maintain cooperative and effective relationships with agency staff, personnel of other agencies, Board members, funding source representatives and the service population.
* Insure and protect agency, MAC program, employee and client confidentiality and safety.
* Have means and capacity to run job-related errands.

**MINIMUM QULIFICATIONS**

Required:

* High school diploma or equivalent.
* Previous kitchen, food preparation, and cooking experience.
* Must be able to stand for long periods of time as the job demands.

Desired:

* Previous experience working in an institutional cooking/service setting.
* Experience supervising foodservice staff.

## OTHER REQUIREMENTS

* Must have means and capacity to perform job related duties with personal vehicle, as may be required, and must have proof of current automobile insurance.
* Possession of valid California’s Driver’s License with current DMV printout showing acceptable driving record.
* Submit to fingerprinting for criminal record clearance, background and child abuse index checks with acceptable results.
* Submit to pre-employment physical with evidence of satisfactory health and ability to perform physical requirements of the position.
* Proof of current (within 1 year) negative TB test, or willingness to obtain one.
* Home telephone or other effective means of communication.

**PHYSICAL REQUIREMENTS OF THE POSITION**

* Must have adequate hearing and vision levels to perform all aspects of the position
* Perform continuous repetitive hand/arm motion duties, including use of fingers to handle or feel objects, use of tools or controls and utensils
* Ability to reach overhead with hands and arms
* Repetitive motion duties involving hands, wrists, arms, and shoulders
* Perform all requirements of the position with or without reasonable accommodations; including the physical demands of the job, which (**will)** include: lifting, moving, and carrying of up to (50 Lbs).; ability to be on feet and/or walk for extended periods of time
* Must have current (within 1 year) negative TB test, or willingness to obtain one.
* Ability to work with and be exposed to a variety of food smells and scents and cleaning agents.

### AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER