



# NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

*Developing children, families and future leaders of our communities through empowerment, education and wellness from our house to yours.*

## JOB ANNOUNCEMENT

### COOK

**DATE POSTED:** June 7, 2016

**APPLICATION DEADLINE:** June 17, 2016

**Position no./ Range:** 0033/ 39.51

**Union Status:** Union

**Starting Pay/ Range:** \$12.57- \$13.88 p. hr.

**Status/ Hours:** FT / Non- Exempt

**Hours of Work:** 4:30 am- 1:30 pm

**No. of Weeks:** 52

**Location:** 7818 Wilkerson Ct. SD, CA 92111

**Dept. / Program:** Central Kitchen

#### **Basic Job Assignment:**

Under the supervision of the Food Service Manager, cooks and/or prepares large quantities of food, including meals and snacks, for distribution to sites that serve NHA clients; prepares plated and/or boxed meals for catered events; maintains work station and kitchen equipment and cleanliness.

#### **Employment Requirements:**

The ideal candidate is a self-motivated, independent worker who possesses a solid knowledge of Principles and practices of food preparation as related to quantity preparation and catering; Kitchen sanitation and methods of care and cleaning of kitchen tools and equipment; HACCP knowledge required; Basic safety procedures as applied to food preparation and cooking; Basic math, ratios, proportions and record-keeping procedures; Policies and procedures relevant to the kitchen and its operations. The ideal candidate will have the ability to Prepare and cook large quantities of foods for varied meals; Observe kitchen safety and sanitation practices; Maintain clean and sanitary kitchen utensils, equipment and work station; Perform basic mathematical calculations to determine ingredient and serving portions; Understand and follow oral and written instructions; Operate kitchen tools and equipment; Establish and maintain effective working relationships with those encountered in the course of work. The candidate must have demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.

#### **Qualifications:**

- Graduation from high school having received a diploma or successful completion of G.E.D. program; **AND**
- At least two years of experience in large-scale food preparation and cooking which involved the actual preparation and cooking of large amounts of a variety of foods;
- Successful completion of technical/ vocational school course work in food preparation preferred.
- A valid California Driver's License in effect for at least three (3) years;
- Culinary education is highly desired;
- A valid San Diego County Food Handlers Card;
- ServSafe Food Protection Manager Certification (ServSafe Certification) highly desired;
- Must meet and maintain state law and county licensing requirements regarding employment in a child care center (fingerprints, TB). TB test required upon hire and must be maintained every four years.



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### **Example of Major Functions:**

- Prioritizes workload to facilitate timely meal service;
- Maintains quality control by preparing food using standardized recipes;
- Receives and checks in vendor deliveries as needed;
- Performs as a team member and helps when and where necessary in the operation as needed or directed by the management team;
- Reports needed problems and anticipated menu substitutions in a timely manner;
- Prepares the day's menu for distribution to sites;
- Prepares creatively designed catered meals;
- Cleans, cuts, trims, chops, and slices meats, fruits, vegetables, and breads;
- Accurately portions food into pans for transport;
- Assists Special Diet Team in preparing foods to meet food allergy/intolerance dietary needs and texture-modified diet needs;
- Follows local, county, state, and federal regulations regarding food safety and sanitation. Participates in menu planning as needed;
- Assists in planning, preparation and service of special luncheons, dinners and catering events;
- Assists with ordering and receiving of food supplies;
- Washes dishes when necessary and perform general cleaning duties;
- Participates in staff meetings and in-service training sessions;
- May load, drive, and/or deliver food to sites.



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### **APPLICATION SUBMITTAL INSTRUCTIONS:**

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41<sup>st</sup> Street, San Diego 92113; or on the Agency website at [www.neighborhoodhouse.org](http://www.neighborhoodhouse.org). Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111 or scanned/emailed to: [recruiting@neighborhoodhouse.org](mailto:recruiting@neighborhoodhouse.org).

Applications must be fully completed (per instructions), signed, and dated when submitted. Any applicable supplemental application questions and/ or certifications must be attached to the application at the time the application is submitted. All statements on the application will be subject to verification and investigation prior to employment. In order for your education or certification(s) to be considered, you must attach a copy of your official degree transcripts or diploma or foreign equivalency report and/ or certification to your application. Please only submit the documents required.

- ***Please submit a DMV H-6 printout with your application.***

**NOTE:** Only those candidates being considered will be contacted for an interview and reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of job on a case by case basis.

### **BENEFITS:**

Eligible employees receive the following benefits: Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

### **INTRODUCTORY PERIOD:**

All regular appointees serve 6 months introductory period.

### **CITIZENSHIP/IMMIGRATION STATUS:**

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

This Job Announcement is not an offer of employment. The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

**Please note that offers of employment are only valid if they are made by the Human Resources Department**