

Cook

CLASSIFICATION: Non-Exempt, Hourly

WORK SCHEDULE: Part-time, 30 hours per week

PAY/SALARY: \$12.68-\$13.06 an hour, depending on experience

LOCATION: Salem, OR

Family Building Blocks (FBB) is accepting applications for a Cook to work 30 hours a week who will work in Salem. This position is eligible for prorated benefits which includes paid time off, holidays, medical, dental, 401K, and life insurance.

FBB is a not-for-profit child abuse and neglect prevention organization providing services in Marion and Polk counties. We serve over 700 children and families annually through the services, programs, and resources provided at our six locations.

FBB's mission of "Keeping Children Safe and Families Together" is the foundation that helps us build strength in our communities, large and small. We are committed to putting families at the center of our work.

Do you enjoy working in a fast-paced environment? Want to make a difference and be part of our mission? Can you adapt to rapidly changing priorities swiftly? Take a few minutes to learn more about our organization and this position. Join our team!

Primary Purpose

The Cook is responsible for preparing nutritious meals and snacks for infants, toddlers, preschool children, and parents. Prepares using approved menu and in accordance with established standards of nutrition, health and sanitation. Comply with all USDA CACFP Food Program Guidelines. This position requires consistent attendance/punctuality and dependability in all duties and responsibilities. Some flexible schedule may occasionally be required to participate/prepare program activities and shopping that may include occasional overtime, late and/or early mornings. This position requires occasional travel to shop, visit other sites and attend trainings/meetings.

Essential Duties:

50% Meal Preparation

- Prepare high quality, nutritious food daily
- Maintain a Special Diet list and ensure the food prepared is sent to the appropriate classroom, and appropriate menu substitutions are made when necessary.
- Respond efficiently and appropriately to unexpected events (staff shortages, equipment malfunctions, etc.) while maintaining strict meal schedules.
- Support family style eating in the classroom by using measuring cups per USDA regulations when serving classroom meals.

20% Shopping and Inventory

- Order and maintain inventory of food and supplies needed to ensure efficient operations

- Notify supervisor in advance of likely shortages

10% Kitchen clean up, Safety and Sanitation

- Ensure that safety, sanitary food-handling practices and health standards are met in FBB kitchen operations, including food temperatures, storage and preparation guidelines
- Assure routine daily and weekly maintenance and cleaning of kitchen and equipment, i.e. wash and sanitize pots, pans, utensils and dishes daily
- Maintain weekly/monthly deep clean schedule of the kitchen and inspect supplies, equipment, and work areas for cleanliness and functionality
- Cover, date and correctly store and rotate products and all food items properly
- Use food preparation tools safely and in accordance with manufacturer's instructions
- Follow closing protocols to close the kitchen correctly

10% Record Maintenance/Compliance

- Assure maintenance of updated food production records, menus and recipes
- Support teachers in completing required USDA paperwork including monthly head count sheets, daily care sheets, attendance sheets, and menu records/meal pattern forms. This reporting occurs daily along with monthly reconciliation

5% Operations Support

- Provide regular and consistent coverage for front desk and front desk staff
- Provide excellent customer service and welcome community members, staff, and families
- Follow closing protocols to close the building each night

5% Other

- Substitute for, or assist cooks at other program locations during emergencies or rush periods
- Commit to engaging and supporting volunteers as an integral part of program services
- Participate in Program events, meeting and trainings as assigned
- Attend all scheduled employee meetings and bring suggestions for improvement

Minimum Education and Experience

- 6 months experience preparing meals and managing kitchen operation/equipment
- Demonstrated experience in basic computer skills, including use of the internet and email and the ability to learn new programs required for the position.
- Strong commitment to Family Building Blocks mission and values serving children and families as well as staff.
- Must maintain discretion and respect the confidentiality of information about enrolled families, personnel issues and other program operations.
- Possess strong verbal, written and interpersonal communication skills and be committed to staff development.
- Possess organizational, time management, recordkeeping skills.
- Supports multiculturalism by treating all people with dignity and respect and not engaging in discriminatory behavior.

- Possess a valid Oregon Driver's license with acceptable driving record, and reliable transportation.
- An employer-paid pre-employment drug test is required.
- Successfully pass a criminal conviction background check.

Preferred Education and Experience

- High school graduate or equivalent
- Experience cooking for young children
- Experience managing a commercial kitchen
- Experience with USDA CACFP Food Program standards

Additional Eligibility and Qualifications

- Mandatory reporter - Report all cases of suspected abuse and neglect in accordance with Oregon statutes and agency policies and procedures.
- Must maintain throughout the length of employment an acceptable driving record according to FBB criteria and valid auto insurance is required.
- Employees must sustain a drug free and acceptable criminal record throughout the course of employment

Certificates, Licenses and Registrations

- Current Enrollment in Child Care Division Central Background Criminal History Registry and/or the Oregon State Police Criminal Records
- Documentation of training in "Recognizing and Reporting Suspicions of Child Abuse and Neglect". (Must be a minimum of 2 hours training)

APPLICATION DEADLINE: Open until finalists are selected

HOW TO APPLY

If you would like a copy of the job description, have any questions or to submit your resume, cover letter, and education documents please contact Linda Flamenco, jobs@familybuildingblocks.org.

Employment offer is contingent upon completion of an Oregon Child Care Division Central Background registry and fingerprinting, review of an acceptable driving record, and a negative drug screening.

Family Building Blocks also provides an excellent benefits package, which includes medical, dental, and vision coverage. Other benefits also include generous PTO/holidays as well as voluntary life and disability insurance, and 401K after one year.

Family Building Blocks is an affirmative action/EEO employer. Believing that diversity contributes to program excellence and to mutual respect and understanding, FBB is committed to recruiting and retaining diversity in our Board and staff. We seek applicants who bring varied experiences, perspectives, and backgrounds.