

## Assistant Cook

**CLASSIFICATION:** Non-Exempt, Hourly

**WORK SCHEDULE:** Part-time, 25 hours per week

**PAY/SALARY:** \$12.19 - \$12.56 an hour, depending on experience

**LOCATION:** Salem, OR

Family Building Blocks (FBB) is accepting applications for a Assistant Cook to work 25 hours per week who will work in Salem at Chelsea's Place. 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 Assistant works with the Cook to provide support in one or more of the following areas: food preparation, food delivery, dishwashing, and cleaning. 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 that may include occasional working additional hours, late and/or early mornings.

### **Essential Duties:**

#### **40% Kitchen - Meal Preparation**

- Assists Cook in preparing high quality, nutritious food daily as needed using food preparation tools safely and in accordance with manufacturer's instructions.
- Deliver meals from kitchen to classrooms in a timely manner.
- Helps ensure that kitchen and food service meets Health Department requirements including safe and sanitary food conditions, maintaining proper food temperature, proper storage of food, and other health requirements.
- Helps maintain clean, sanitary, and safe kitchen and food areas.
- Keeps transport carts clean.
- Assist Cook with appropriate storage and inventory of all food, food service equipment, and kitchen supplies.

- Support family style eating in the classroom by using measuring cups per USDA regulations when serving classroom meals.

### **50% 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
- Assists Cook in assuring routine daily and weekly maintenance and cleaning of kitchen and equipment.
- Responsible for regular dishwashing, i.e. wash and sanitize pots, pans, utensils and dishes daily.
- Helps maintain clean, sanitary, safe, and orderly kitchen and eating areas, using approved sanitation cleaning guidelines and procedures
- Responsible for keeping all cleaning chemicals in an area inaccessible to children at all times.
- Assists Cook in maintaining weekly/monthly deep clean schedule of the kitchen and inspect supplies, equipment, and work areas for cleanliness and functionality.

### **5% Record Maintenance/Compliance**

- Assists the Cook in maintaining updated food production records, menus and recipes
- Assists the Cook in supporting teachers in completing required USDA paperwork including monthly head count sheets, daily care sheets, attendance sheets, and menu records/meal pattern forms as needed.

### **5% Other**

- 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 as a dishwasher or similar experience.
- 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.
- Ability to follow written and verbal instructions and possess strong interpersonal communication skills.
- 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 working in a face paced commercial kitchen
- Experience with USDA CACFP Food Program standards

### **Additional Eligibility and Qualifications**

- Mandated 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 driver's license and an acceptable driving record according to FBB criteria and valid auto insurance.
- Employees must sustain a drug free and acceptable criminal record throughout the course of employment
- Must have Food Handler's card within 30 days of employment.
- Must maintain discretion and respect the confidentiality of information about enrolled families, personnel issues and other program operations

### **Certificates, Licenses and Registrations**

- Food Handlers Card
- First Aid/CPR
- 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](mailto: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.*