



JOB ANNOUNCEMENT

JOB TITLE: Cook
PROGRAM: Rainier Beach Family Center
SUPERVISED BY: Rainier Beach Program Manager
EMPLOYMENT STATUS: Part-Time (approximately 8-9 hours per week)
SALARY: \$12.97 per hour

BASIC RESPONSIBILITIES:

Under the supervision of the Program Manger, the Cook will provide support to the Rainier Beach Family Center Programs by cooking and serving meals to participants.

GENERAL EXPECTATIONS:

- Support and comply with the values, policies, and practices of Atlantic Street Center.
- Work as part of the Rainier Beach Family Center Team and agency teams
- Abide by the agency's confidentiality policies.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Specific Job tasks:

- Plan and prepare nutritious and economical meals for 15-30 people.
- Prepare a menu calendar for the month.
- Prepare a shopping list for meals.
- Project costs for meals.
- Prepare purchase order and submit to Program Coordinator for approval and then fax to ASC accounting department.
- Shop for food items needed for the month.
- Serve meals with portion size control.
- Use proper sanitation and bacterial control in kitchen area during food preparation and clean-up.
- Dispose of any leftover food in the refrigerator at the end of the week.
- Other duties as assigned by supervisor.

MINIMUM QUALIFICATIONS:

EDUCATION: High School Diploma or GED.

EXPERIENCE:

Skillful in cooking with minimum two years culinary training or the equivalent on the job experience. Prepare flavorful healthy meals with dietary restrictions if necessary and adhere to a monthly budget. At least six months or more paid or volunteer experience with non-profit organization.

REQUIREMENTS:

1. Must have current TB Test.
2. Must have State of Washington Food Handlers Permit.
3. Ability to read, write, verbally communicate well with others as required.
4. Must have car, valid Washington State Drivers license and proof of automobile insurance.

REQUIREMENTS: Physical

1. Standing frequently/constantly; walking frequently; sitting occasionally; able to carry at least 30 lbs; reaching (high/low) frequently and hand/finger movement frequently.

SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Ability to respond quickly and efficiently to situations.
- A professional manner and customer service attitude.
- Ability to execute multiple tasks with efficiency and accuracy and on time.
- Strong degree of flexibility.
- Strong ability to complete assigned tasks within agreed timelines.
- Ability to work effectively in a multi-cultural, multi-ethnic environment.
- Ability to maintain effective working relationships with co-workers, partners, and the general public.
- Ability to cope effectively with pressure and stress.
- A sense of humor and positive attitude that permeates stress and adversity.

TO APPLY: Qualified candidates should submit a resume and cover letter that clearly states how you meet or exceed the minimum qualifications. Submit materials by mail, fax, or e-mail to:

Human Resources
Atlantic Street Center
2103 South Atlantic Street
Seattle, WA 98144
Fax (206) 329-2171
jobs@atlanticstreet.org

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