

Economic Opportunity Program Inc. Job Vacancy Announcement

650 Baldwin Street, Elmira NY 14901 607-734-6174

Position: Assistant Cook Distributed To: In-House/DOL

Posted On: 02/10/2022

Location: EOP Birth to Five School Readiness Program

Base Rate Of pay: \$13.96

Closing date for Receipt of application/resume: until filled

Send To: Heather McCarthy
650 Baldwin Street
Elmira, NY 14901
hmccarthy@cseop.org

Job Description:

Assistant Cook needed for comprehensive multi-disciplinary Early Head Start/Head Start program. A minimum of a High School Diploma and 1 year of kitchen/ quantity food production experience required. Full-time (35 hrs/week), 12-month position. Benefits are available: health, dental, vision, 403b with match.

Send letter of interest, resume, EOP employment application, copy of diploma and/or college transcripts, certificates and 3 letters of reference to: EOP Birth to Five School Readiness Program, attn.: Heather McCarthy, 650 Baldwin Street Elmira, NY 14901.

Job Responsibilities include but not limited to:

1. Perform daily and periodic cleaning as assigned including set-up and clean-up at meals.
2. Abide by Health Department rules which apply to the kitchen and dining area including assistance in maintaining cleanliness in the kitchen general work areas, refrigerator, walk-in storeroom, restrooms, etc.
3. Serve as a role model to population served with appropriate actions, appearance, manners, language and general conduct.
4. Follow the Special Dietary Needs and Food Allergy forms.
5. Assist with maintaining a current food and supply inventory, help unload delivery trucks and stock shelves.
6. As needed, using an Agency vehicle, load and deliver snack/food and paper supplies to all Head Start sites.
7. Help Lead Cook maintain daily meal counts, CACFP menu record book and food temperature logs.
8. Support the overall Birth to Five SRP nutrition operations.
9. Perform all duties in a manner that supports the Head Start Performance Standards, NYSOCFS Daycare licensing regulations and Head Start Core Values.

Transportation and a clean valid driver's license is required.