



JOB ANNOUNCEMENT

Hamilton-Madison House City Hall Senior Center is seeking a part time Assistant Cook who will assist food service staff and Head Cook to ensure that congregate meals are prepared and cooked in accordance with DFTA and Department of Health standards for meal service. This position reports to the Assistant Director and/or Program Director.

Minimum Qualifications:

- High School Diploma or three years of relevant work experience
- One year of relevant work experience
- Physical Exam and TB test required – Must be free of communicable illness
- Ability to lift up to 40 pounds and stand for long periods of time as needed
- Read, write and speak some English
- Valid Food Protection Certificate or the ability to obtain within 6 months
- Bilingual preferred but not required (Chinese and English)

Responsibilities:

- Assist with daily food preparation, cooking and packaging of weekend meals
- Move, pack and store food supplies and other items
- Participate in menu planning
- Assist in maintaining inventory and organization of food supplies
- Clean dining room and kitchen including but not limited to cupboards, shelves, racks, work surfaces, cooking equipment, dishes and utensils, etc.
- Clean all appliances, equipment and storage areas
- In the absence of a cook, assume the responsibility for cooking and serving meals
- Assist in planning purchases of food items from assigned vendor and/or shop at local markets as needed
- Ensure compliance and operating standard in accordance with DFTA and DOH

Compensation: Commensurate with qualifications and experience
Hours: Monday to Friday, 8:00AM to 3:00PM, 30 hours per week
To Apply: Submit cover letter and resume to:
Fax: 212-349-2793
Email: hrdept@hmhonline.org

Posting Date: August 10, 2021

Application Deadline: Until filled

Hamilton-Madison House is an Equal Opportunity Employer