

EMPLOYMENT OPPORTUNITY

Prep Cook / Food Service Assistant and Food & Beverage Specialist I

The Position

The Prep Cook / Food Service Assistant will assist in the preparation of meal service at the Concrete Community Center, as well as assist in maintaining a clean, orderly food service area, and completing records of activities at the Center.

This position will also perform as Food & Beverage Specialist I as needed during scheduled and unscheduled absences of the Food and Beverage Specialist II. Perform a variety of tasks including preparing, cooking, and serving foods in large quantities. Lead work of volunteers in all aspects of Community Center including food preparation and clean up. This is a part-time position, 20+ hours per week.

Major Responsibilities

Prep Cook:

1. Under the direction of the Food & Beverage Specialist, assist in meal preparation:
 - a) prepare cooking ingredients by washing and chopping vegetables, cutting meats, etc.
 - b) measure ingredients and seasonings to be used in cooking.
 - c) perform basic cooking duties such as reducing sauces, parboiling food, etc.
 - d) prepare simple dishes such as salads, entrees, etc.
2. Follow all nutrition, food safety, and sanitation guidelines in performance of duties.
3. Ensure food is properly labeled, stocked, and stored to maintain quality and food safety.
4. Maintain a clean and orderly kitchen and food service area by washing dishes, sanitizing surfaces, taking out trash, etc.
5. Complete daily food service and guest records of activities at the Concrete Community Center.
5. Meet or exceed health department requirements for food service.
6. Maintain a constant level of cleanliness and organization at the work areas, in the kitchen, dining areas, storage areas, etc., during and after meals.
7. Ensure general safety and sanitation procedures are followed. Handle and dispose of refuse, using proper sanitation procedures.
8. Coordinate schedules, assignments, and monitor volunteers assisting with kitchen and dining room services.

Food & Beverage Specialist I (fill-in):

1. Provide a positive and welcoming environment for guests, volunteers, interns, and others.
2. Prepare daily lunch for 10-50 guests including leading the work of volunteer helpers.
3. Assure overall quality and quantity of food served, assuring all foods are cooked, held, served, stored, etc., according to HACCP procedures for food handling.
4. Monitor and record temperature of food

Qualifications

Education and Experience

- High school diploma or GED required;
- Food handler's permit required;
- One year experience performing food prep in a commercial kitchen setting required;
- Experience leading the work of other staff/volunteers preferred;

Or a combination of education and experience providing the knowledge, skills, and abilities to successfully perform the work.

The Ideal Candidate

In addition, the ideal candidate will possess the following knowledge, skills, and abilities:

- Knowledge of basic quantity food preparation, food service, and sanitation principles as it applies to community food service.
- Excellent manual dexterity, including proper knife techniques for cutting, chopping, and dicing.
- Effective organizational and time management skills to ensure meals are prepared correctly and served on time.
- Ability to follow written and verbal directions and to perform assigned tasks with limited supervision.
- Working knowledge of standard office procedures and technologies (telephone, computer, printer, photocopier, scanner, fax machine, 10-key) is needed.
- Ability to interact with and communicate courteously and effectively with a variety of diverse audiences including coworkers, management, and members of the community.
- Ability to work well with people of diverse cultural, socioeconomic, educational, and experiential backgrounds.
- Ability to work with multiple community partners and interests.
- Valid driver's license and auto liability insurance required if personal vehicle used for work-related travel.

Compensation and Benefits

\$12.43 per hour

Benefits include:

- SIMPLE IRA retirement plan
- Employee assistance program
- Voluntary supplemental cafeteria plan
- Sick leave
- Vacation leave
- Paid Holidays depending on schedule

(Community Action reserves right to modify, amend, or terminate any benefit at any time for any reason.)

To Apply

Qualified candidates are encouraged to apply by providing **all** items requested to the address below. Consideration will be given to application packets that are received by the closing date and that contain:

- 1) a completed Community Action Application for Employment form*
- 2) a resume
- 3) a letter of interest identifying the position for which you are applying and describing how you meet the qualifications for the position.

Please direct all application materials to:

Employment@CommunityActionSkagit.org
or
Community Action of Skagit County
Attn: Employment
330 Pacific Place
Mount Vernon, WA 98273

Closing

Position is open until filled. Priority consideration given to application packets received by **Friday, January 11, 2018**.

Community Action of Skagit County reserves the right to extend application deadlines, to modify the selection schedule without notice, to form eligibility lists for, or make appointments to, other positions with similar employment requirements.

*application forms and job announcements are available at the above address and also at our website, www.CommunityActionSkagit.org

Community Action of Skagit County is an Equal Opportunity Employer.

Should you require accommodation in the application process, please contact us at the Employment email address shown above or (360) 416-7585.

