



# Encore Community Services

*"Broadway's Longest running Act of Loving Care"*

**Job Title:** Kitchen Aide  
**Supervisor:** Head Cook  
**Job Status:** Part Time  
**Job Hours:** 25 hours per week  
**Location:** 239 West 49<sup>th</sup> Street  
**Compensation:** Competitive with Market Rate

**About Us:** For over 40 years, Encore Community Services have provided care and services to the elderly of the Clinton, Times Square, and Midtown communities, so that they may live with dignity and decency in a safe and caring environment. Encore provides a comprehensive array of services for older New Yorkers including supportive and affordable housing, home delivered and sit down meals, case assistance, education, recreation, and friendly visiting. By nurturing, respecting and enabling, Encore hopes to improve the quality of an older person's life, in an approach that emanates from the core of Encore's commitment: a belief that what they do comes from the heart, and the heart is the center of it all.

**About Position:** Under the immediate supervision of the Head Cook, work with other kitchen staff in the preparation and serving of the day's meal as well as the overall Food Service Program. Responsible for cleaning kitchen equipment and the food service area.

## **Job Responsibilities:**

- Assist in receiving and refrigerating deliveries of dairy products and food perishables
- Assist with plating hot meal containers and operating the plate sealer machine
- Assist the head cook in food preparation for the day's meal according to the menu.
- Operate steam tables and work on the serving line.
- Carry out food handling safety policies and procedures appropriate for food preparation.
- Operate large scale kitchen equipment.
- Assist with the storage and rotation of perishable food
- Assist with other kitchen work in the absence of other kitchen staff. Work as part of a team.
- Assist Food Service Manager with putting supplies away in store rooms and freezers.
- Assist with street deliverers.
- Completes any special duties as requested by the Head Cook/Food Service Manager

## **Job Qualifications:**

- Be in good physical condition.
- Have ability to read and write English with good verbal and communication skills.
- Be able to work well under pressure and follow directions.
- Work well with others in a team like environment.
- Knowledgeable in the use of all kitchen utensils and equipment.
- Ability to meet the physical requirements of the position as stated in the job description
- Food Handlers Certificate (Preferred)
- Must also exhibit sensitivity to the needs of the elderly.

**Physical Requirements:** Have the ability to lift and carry heavy objects a minimum of 50 pounds, including cases of canned or other food items as well as filled commercial grade pots or trays in and out of ovens. Have ability to stand long periods of time both for food preparation and kitchen cleaning.

**To Apply** email **Resume** and **Cover Letter** to [jobs@encorecommunityservices.org](mailto:jobs@encorecommunityservices.org)  
In the subject line, please indicate **"Kitchen Aide"**

*Due to the high volume of applicants, only qualified candidates will be contacted.*

*Encore Community Services offers excellent benefits and is an Equal Opportunity Employer/Program*