



239 West 49th Str.
New York, NY 10019
212-581-2910

Job Title: Sous Chef
Supervisor: Head Chef
Job Status: Full Time
Job Hours: 35 Hours per week
Location: 239 West 49th Street
Compensation: Competitive with Market Rate

About Encore: For over 40 years, Encore Community Services has provided care 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 programs for older New Yorkers including supportive and affordable housing, home delivered and sit down meals, case assistance, education, recreation, and friendly visiting. The organization takes a “no wrong door approach” to ensure Seniors are able to access all of their neighborhood and other entitled resources so they may age in place comfortably for as long as possible. Encore is at an exciting inflection point in its development. The organization is working to build off of a rich history to deepen its services and scale the work of giving back to seniors. Encore is keenly aware that the demographics of Older New Yorkers is rapidly evolving. Therefore, Encore must also evolve to ensure the health, mental health, and economic stability of New York’s diverse and vibrant senior community.

About Position: The Sous Chef, under the immediate supervision of the Head Chef, will work with the food service staff in the preparation, packaging and serving of meals. They will also assist in the cleaning and organization of all food preparation, dishwashing, food storage and food service areas.

Job Responsibilities:

- Daily production of all menu items for home delivered and congregate meals
- Prepare all food items according to predetermined recipes
- Ensure that all deliveries are properly received and stored. Communicate any product shortages or issues to the Head Chef
- Ensure food safety standards are maintained to the highest level at all times
- Ensure menu items are properly presented, portioned and served during congregate meal service
- Assist Head Chef in maintaining daily HACCP logs
- Assist Head Chef in maintaining a daily food use log
- Assist in maintaining clean and organized food preparation, service and storage areas
- Ensure that all dishwashing areas are clean, organized and maintained throughout the day.
- Work closely with the HDML program staff to ensure meal safety, packaging and storage standards are met
- Assist the Culinary Services Manager with monthly inventory of food, paper and chemical supplies
- Adhere to all Encore Community Services policies and standard operating procedures
- Understand that other duties not listed may be required as needed

Job Qualifications:

- High school diploma or equivalent (GED)
- At least 2 years of professional cooking experience is preferred. Other cooking experience in combination with the successful completion of a culinary training program will be considered
- Food Handlers Certificate
- Strong understanding of good food safety practices
- Ability to use basic kitchen utensils and equipment
- Ability to follow recipes
- Good verbal and communication skills
- Ability to be flexible, work well under pressure and follow directions
- Ability to work well with others in a team environment

Physical Requirements:

- Ability to lift and carry heavy objects up to 50 pounds
- Ability to stand for long periods of time

How to apply: Email resume and cover letter with salary requirements to jobs@encorenyc.org. In the subject line, please indicate "Sous Chef."

Due to the high volume of applicants, only qualified candidates will be contacted. No phone calls please. Encore Community Services is an equal opportunity employer and does not discriminate on the basis of race, color, gender, socio-economic status, marital status, national or ethnic origin, age, religion or creed, disability, or political or sexual orientation. Reasonable accommodations may be made to enable individuals with disabilities as defined by the ADA to perform the essential functions of the job.