

**Job Title:** Kitchen Steward  
**Supervisor:** Head Chef  
**Job Status:** Full Time  
**Job Hours:** 35 hours per week  
**Location:** 239 West 49<sup>th</sup> Street  
**Compensation:** Competitive with Market Rate

**About Encore:** How have you impacted someone's life today? At Encore Community Services, our teams are dedicated to supporting the lives of older New Yorkers so that they may live with dignity and decency in a safe and caring environment. For over 40 years, Encore Community Services has provided care to the elderly of the Clinton, Times Square, and Midtown communities. 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 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 Kitchen Steward will work with the food service team, under the immediate supervision of the Head Chef, to ensure that all food preparation, dishwashing, food storage and food service areas are clean and organized. They will also assist with meal preparation, packaging and serving, as necessary.

**Job Responsibilities:**

- Receive, date, rotate and store food, paper and chemical supplies. Assist with street level deliveries as needed
- Assist in maintaining clean and organized food preparation, service and storage areas
- Use the 3 compartment sink and the dishwasher to properly clean and sanitize all pots, pans, utensils and other equipment used for food preparation and storage. Regularly monitor dishwashing temperatures and sanitizer concentrations to ensure food safety standards are being met at all times. Communicate any issues to the Head Chef
- Ensure that all dishwashing areas are clean, organized and maintained throughout the day
- Ensure food safety standards are maintained to the highest level at all times
- Assist with food production, packaging and serving as needed. Follow all portioning and presentation guidelines, as provided by the Head Chef
- 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 1 year of professional cooking or restaurant experience is preferred. Other cooking experience in combination with the successful completion of a culinary training program will be considered
- Food Handlers Certificate (preferred)



239 West 49<sup>th</sup> Str.  
New York, NY 10019  
212-581-2910

- 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

***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.***

***All new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by Encore Community Services.***