

**Job Title: Assistant Cook**  
**Supervisor: Head Cook**  
**Job Status: Full Time, Non-Exempt**  
**Job Hours: 35 hours per week**  
**Location: Midtown Manhattan, On-Site**  
**Compensations: \$18.00 per hour**

**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 Assistant Cook will be the primary person that will work in a fast-paced kitchen environment. They with other kitchen staff, will be instrumental in the preparation and serving of daily meals to participants and clients. The successful candidate will be knowledgeable in basic culinary services such as food handling, proper temperature settings and sanitation guidelines. The successful candidate will be a hands on, team player who will have a "roll up their sleeves" attitude in proper meal servicing to participants and clients.

**Benefits:** This position is a full-time position with benefits that include medical insurance (with Employee contribution), Dental, Visions, generous paid time off (vacation, personal days, sick days and earned floating holidays), 403(b) with 3% Employer Match after a year of employment, Flexible Spending Account, Dependent Care and transit benefits.

**Job Responsibilities:**

- Assist in the preparation all food items on menu according to pre-determined recipes
- Follow safety and sanitation policies and procedures (this includes cleaning assignments as scheduled, cleaning equipment and following all safety rules to protect self and other employees)
- Carry out food handling safety policies and procedures appropriate for food preparation, plating, and storage.
- Use appropriate work place behavior; adhere to dress code at all times
- Operate large scale kitchen equipment
- Assist with the cleaning of the kitchen area, including the clean-up of all kitchen equipment, floors, counters, etc. prior to locking up the kitchen

- Oversee the serving line operations, including taking food temperature before portioning and plating and every hour after that (or when starting with a new batch).
- Keep accurate record of these temperatures.
- Check the temperature of kitchen refrigerators /freezers at the beginning and end of shift. Accurately record these temperatures.
- Understand that other duties not listed may be required as needed

**Qualifications:**

- High school diploma or equivalent (GED);
- At least 3 years cooking experience in a non-profit setting is preferred. Other cooking experience or successful completion of a cook's training program (not a class) will be considered;
- Food Handlers Certificate;
- 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.
- Must be able to stand long periods of time both for food preparation and kitchen cleaning.
- Good verbal and communication skills, must be able to read and write in English;
- Must be able to follow recipes and use basic math;
- Works well under pressure and follow directives in a fast paced environment;
- Work well with others in a team;
- Knowledgeable in the use of all kitchen utensils and equipment.

**How to apply:** Qualified applicants should email your Resume and Cover Letter to [jobs@encorenyc.org](mailto:jobs@encorenyc.org). In the subject line, please indicate “Assistant Cook”.

**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.*