



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

Job Title: Kitchen Steward
Supervisor: Head Chef
Job Status: Full Time/Non-Exempt
Job Hours: 35 hours per week/ In-Person, On-Site
Location: Midtown Manhattan
Compensation: \$19 Per Hour/\$34,580 annually

About Encore: Known widely as *Broadways longest running act of loving care*, Encore's mission is to improve the quality of life for older New Yorkers so they are not just surviving, but thriving. Through a robust array of programming, Encore takes a "no wrong door approach" to ensure Seniors are able to age in place comfortably for as long as possible. **Encore is recognized as one of the most respected and trusted nonprofit organizations providing services for older New Yorkers in New York City.** Encore is on the cutting edge in the human service field and is a staunch advocate not only for older New Yorkers but also for the essential human service employees who serve as the City's safety net. **Do not miss this chance to work for a mission-oriented organization, which centers employees as its number one resource.**

About Position: The Kitchen Steward will work with the food service team, under the immediate supervision of the Sous Chef or Food Service Manager, 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.

Benefits: This position is a full-time position with benefits that include medical insurance (with Employee contribution), Dental & Vision plans with coverage beginning on the first day of hire, 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:

- 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 with Food Service Manager or Sous 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.
- 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)
- 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** to jobs@encorenyc.org. In the subject line, please indicate **"Kitchen Steward"**.

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.