

## **Food Services Department: Bilingual (English/Spanish) Full Time Lead Cook needed, Monday – Friday, 7:00 AM – 2:30 PM, beginning immediately.**

**Position Overview:** The Food Services Lead Cook represents the Carver Center in the Port Chester community as a liaison between Carver guests, staff, and the community, maintaining the aesthetic appeal of the kitchen and ease of use, always with the guests' best interests in mind. The Food Services Lead Cook must have a passion for working with the community in programs that address food insecurity, nutrition, and wellness.

### **Position Specific Duties/Responsibilities:**

- Oversee/coordinate with kitchen personnel, including prep cooks and dishwasher
- Assist the Carver Head Chef as needed
- Plan and organize daily and weekly tasks based on monthly menu
- Work with Head Chef regarding inventory, menu planning, ordering, and required state reporting forms

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

- Must be able to walk, sit, and stand for long period of time (up to 60 minutes when necessary)
- Must be able to and regularly lift up to 20-50 pounds

### **Position Qualifications:**

- **Bilingual English/Spanish required**
- Excellent food preparation and cooking techniques
- Ability to use and maintain various stovetops and meat slicers
- Strong knowledge of kitchen hygiene, safety standards, cooking techniques, and kitchen protocol
- Attention to detail and interpersonal skills
- Familiar with use of computer laptop and basic computer knowledge
- Must be a self-starter who is comfortable in a public-facing position, flexible, well rounded, and capable of assisting all food services staff (i.e.: Carver Market, Carver Kitchen/Food Services; and other duties as assigned)
- Ability to communicate effectively both verbally and in writing, be courteous in all dealings with clients, staff, and employees
- Demonstrate professional and ethical standards including confidentiality, courtesy, cooperation, positive attitude, reliability, punctuality, accuracy, efficiency, timeliness in respect to deadlines, and respectfulness toward others
- An interest in nonprofits, food security and nutrition, and community building

The Carver Center is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate based on race, creed, color, religion, marital status, familial status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, gender, sexual orientation, gender identity or expression, predisposing genetic characteristics veteran status, domestic violence victim status, or any other status protected under federal, state, or local law.

Carver Center employment policy requires the completion of a full background check prior to hiring, as well as references.

**Rate: \$21-\$24/hour**

**How to Apply:** Email/call Peter Cregan, Head Chef, [pcregan@carvercenter.org](mailto:pcregan@carvercenter.org), (914) 305-6034.

PORT CHESTER CARVER CENTER  
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