

Food Services Department: Bilingual (English/Spanish) Part-Time Food Services

Assistant, Monday – Friday, 12:00 PM – 6:00 PM, beginning immediately.

Position Overview: The Food Services Assistant 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 Assistant must have a passion for working with the community in programs that address food insecurity, nutrition, and wellness.

This position will follow the Port Chester School District calendar. When school is closed the kitchen will be closed. Schedule may vary in summer due to Camp Program.

Position Specific Duties/Responsibilities:

- Coordinate with food services team members
- Assist the Carver Head Chef as needed
- Excellent food preparation and cooking techniques
- Ability to use and maintain various stovetops and meat slicers
- Ability to decorate and garnish food
- Ability to wash, peel and cut vegetables
- Ability to prepare a wide range of kitchen ingredients
- Basic knowledge of kitchen hygiene and safety standards
- Attention to detail and interpersonal skills
- And other duties assigned

Required 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. Responsible 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
- Capable of learning new software and the ability to input information in various data fields
- 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

Training Requirements to Maintain Position:

- Obtain ServSafe within 3 months of employment and maintain renewal as required
- Attend meetings as required

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: \$17/hour

How to Apply: Email your resume to Giovanny Rodriguez, Director of Nutrition & Wellness Programs, Giovanny Rodriguez, GRodriguez@CarverCenter.org .

PORt CHESTER CARVER CENTER - 400 Westchester Avenue, Port Chester, NY 10573