



Announcement of Open Position: Kids' Club Cook, The Gray House

Job Title: Kids' Club Cook

Hiring Director: Kids' Club Program Director, kidsclub@grayhouse.org

Hours: Monday-Thursday, 4pm-6pm beginning September 11, 2017 and ending May 31, 2018

General Overview: The Kids' Club Cook prepares nutritious dinners in accordance with ServSafe regulations for approximately 20 children in the Kids' Club Afterschool Program.

Essential Responsibilities:

- Ensure that all food safety procedures are followed in accordance with ServSafe and Gray House policies
- Prepare a healthy and age-appropriate menu
- Be aware of all allergies and take all necessary precautions
- Serve the meal and clean up after meal, ensuring that any leftovers are properly stored
- Take inventory of ingredients and supplies and create grocery lists including appropriate quantity
- Complete all paperwork required by Department of Elementary & Secondary Education for food reimbursement correctly and on time
- Occasionally assist with preparing meals for small Gray House events such as parent open house
- Other duties assigned by the Director

Skills & Experience

- Ability to cook healthy and appetizing meals for children
- Ability to follow directions and follow safety procedures and regulations
- Ability to communicate with others and exercise sound judgment

Qualifications:

- The applicant must be a minimum of 20 years old per EEC requirements
- Experience cooking
- ServSafe certified strongly preferred (must provide certificate)
- Must pass EEC Background Record Check

Interested and qualified applicants should submit their cover letter, resume and application (http://grayhouse.org/wp-content/uploads/2014/09/Gray-House-Staff-Application-2017_FINAL.pdf) to employment@grayhouse.org no later than 8/18/17.

The Gray House is an Equal Opportunity Employer. We encourage applicants who are diverse by race, color, gender, religion, gender expression, national origin, age, disability, pregnancy, sexual orientation, familial responsibilities, marital status, veteran status, personal appearance, political affiliation, matriculation, or any characteristic that is protected under MA or federal law.