



Job Title: Live Healthy! Food Preparation Associate
Reports To: LIVE HEALTHY! Program Direct Education Manager

Description

The New York Common Pantry, the largest community based emergency feeding organization in New York City, is seeking a part-time Food Preparation Associate for its Live Healthy! program. As a part of the East Smart NY Program, Live Healthy! offers hands-on, interactive nutrition education workshops to the children and adults of New York City aimed to improve the overall quality of life. A strong emphasis is placed on the nutritional value of fresh fruits and vegetables and their impact on healthy living and longevity. This job is a Part-time position and requires weekend work. Work schedule is set according to food preparation needs for Nutrition education classes.

General responsibilities:

- Assist in all aspects of food preparation of food supplies for nutrition education classes; washing and chopping fruits and vegetables, preparing and assembling LIVE HEALTHY! recipes.
- Complete all LIVE HEALTHY! Recipe checklist on a daily basis.
- Uses our Standard Recipes for preparation and portioning of all products; portion food products prior to cooking according to standard portion sizes and recipe specifications.
- Understands and complies consistently with LH! standard portion sizes, cooking methods, quality standards and kitchen rules, policies and procedure
- Assist in the control of inventory and ordering of food and non-food supplies.
- Ensure that there is adequate food supply and food materials for each workshop.
- Label and stock all ingredients on shelves so they can be organized and easily accessible
- Ensure all food and other items are stored properly
- Assists with the cleaning, sanitation, and organization of the kitchen, walk-in coolers and all storage areas.
- Performing kitchen maintenance; emptying the trash, mopping floors and washing dishes.
- Comply with nutrition and sanitation guidelines
- Help with the transportation of the LIVE HEALTHY! prepared foods to the LIVE HEALTHY! office.
- Promptly reports equipment and food quality problems or product shortages to supervisor.
- Strives to learn to improve cooking skills and expands knowledge about food products and techniques.
- Attends all scheduled employee meetings and brings suggestions for improvement.
- Perform other duties as assigned by the LIVE HEALTHY! Director and Program Managers.

Qualifications:

High school diploma or equivalent is desirable. Training from a culinary school will be an asset. Food Handlers permit is preferred. Proven experience as prep cook; Knowledge of health and safety rules in a kitchen; Manual dexterity able to operate cutting tools and kitchen utensils. Professional communication skills are required. Ability to take direction. Ability to work in a team environment. Ability to stay positive and work calmly and effectively under pressure. Must be able to work nights and weekends. Must be detail oriented and able to multi-task. Must be comfortable working with diverse populations. Must be able to lift 50lbs+.

How TO APPLY:

Please email a cover letter and resume to Sara Bartels, Live Healthy! Program Director, at sbartels@nycommonpantry.org. Please place job title in email subject line. Only candidates who will be invited for an initial interview will be contacted. No phone calls, please.

About Organization:

see <http://www.nycommonpantry.org> for more information