



**PROFESSIONAL OPPORTUNITY
COOK (permanent, part-time)**

- **EXPERIENCED COOK NEEDED**
- **DAYLIGHT HOURS**
- **NO WEEKENDS**

Heritage Community Initiatives is honored to celebrate our fourth decade of serving families in forty communities within Eastern Allegheny County through our Education, Transportation and Nutrition programs. Each year, Heritage provides highly accredited academically-based early learning and out-of-school time programming for over 300 at risk children. Heritage Community Transportation, a fixed-route transit service in operation for 20 years, provides nearly 8,000 rides each month for residents in largely transit-isolated communities. Heritage is the only human services nonprofit in the Commonwealth designated as a provider of public transportation. More than 100,000 meals are served each year by our Nutrition Services which provides solutions in meal planning, ordering, preparation and delivery while creating healthy options for youth and senior populations.

Position Summary

The Cook position is a permanent, part-time position (Monday - Friday; 9 AM - 1 PM shift) at Heritage Community Initiatives and will perform a wide variety of duties within Heritage Nutrition Services. Under the direct supervision of the Executive Chef, the Cook will assist with prepping meals for nearly 700 children on a daily basis. The duties performed by the Cook are broad, flexible and entry level.

Responsibilities

- Assist in prepping and cooking food for breakfast, lunch, snack and dinner
- Ensure that the kitchen area is free of hazardous materials, objects and situations
- Clean and sanitize all kitchen equipment according to regulations
- Transport meals to various locations utilizing company vehicle
- Establish positive relationships with teaching staff, children and families
- Work cooperatively and effectively as a team member
- Follow all policies set forth by Heritage Community Initiatives and partners
- Complete all necessary trainings for the position
- Assist with the implementation of the Summer Food Service Program on a daily basis
- Assist with cooking, portioning, and recording meals to be transported to the required sites
- Other duties as assigned by the Executive Chef

Qualifications and Skills

- A minimum of one (1) year experience in a food preparation service
- High school diploma
- ServSafe certification preferred or must complete training within first 30 days
- Must be able to lift 30+ pounds
- Must have a valid Pennsylvania Driver's License
- Current FBI, Child Abuse, National Sex Offender and Criminal Background clearances or able to attain all clearances within 30 days of hire
- Experience supervising youth under the age of 18 is preferred
- Current health assessment and TB test
- Self-starter

Applicants are asked to send a cover letter and a copy of your resume to humanresources@heritageserves.org and please visit our website for additional information about Heritage Community Initiatives - www.heritageserves.org.