



Refugee Women's Alliance (ReWA) is a nationally recognized multiethnic nonprofit organization that provides award-winning services to refugee and immigrant women and their families in King and Snohomish Counties.

### **JOB ANNOUNCEMENT**

**POSITION TITLE:** Cook

**DEPARTMENT:** Early Childhood Education

**REPORTS TO:** Early Childhood Education Program Director

**POSITION STATUS:** Non-Exempt Regular Full Time (40 hours per week)

**SUMMARY:** To provide healthy sustenance to the children in the Refugee Women's Alliance childcare program by following USDA menu preparation guidelines.

#### **RESPONSIBILITIES:**

1. Weekly purchase of menu ingredients at designated stores.
2. Planning of monthly menu and submitting for approval to ECE Program Director.
3. Monthly consultation with Public Health Department nutritionist on menu; revising menu as needed based on the nutritionist's recommendations.
4. Weekly organization of ingredients and supplies in advance for use the following week.
5. Clean and sanitize kitchen daily; maintain security of kitchen area as well as inventory of kitchen equipment and utensils.
6. Deliver and set up food and equipment in each classroom according to schedule.
7. Work efficiently within established timelines for food preparation, delivery/setup, and kitchen maintenance.
8. Attend annual USDA and/or Public Health-sponsored training on nutrition.

#### **MINIMUM QUALIFICATIONS:**

- a. Enjoys cooking.
- b. English reading and writing capability.
- c. Has or is able to obtain a Food Handler's permit (one 2-hour class must be completed prior to start of work).
- d. Can be flexible in work start and end times.
- e. Has strong initiative and ability to follow through on task completion.
- f. Keeps up to date on nutrition guidelines by attending USDA training.
- g. Maintains work-area cleanliness and proper hygiene.

**CLOSES:** Open until Filled

**BENEFITS:** Medical insurance, dental insurance, life insurance; 403(b) retirement savings plan; paid vacation, holidays, and sick leave.

FOR CONSIDERATION:

[https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101\\_000001&type=JS&lang=en\\_US](https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101_000001&type=JS&lang=en_US)

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