



**Job Type:** Part-Time during School Year 25 hours per week, subject to change (i.e., split shift) due to program/season and business needs, Non-Exempt.

### **Company Description**

Empowering Youth and Families Outreach (EYFO) is a 501c3 organization providing year-round academic, enrichment, and leadership programming to K-12 low-income youth in South Seattle and South King County since 2001. EYFO's mission is to make a lifelong impact in the lives of underprivileged youth by offering programs to create resilient leaders who are empowered to achieve their dreams. Our goal is to eliminate the barriers that keep the youth of color from realizing their full potential by ensuring that every child is equipped with a high level of support in identifying and pursuing their aspirations.

### **Job Summary**

- Empowering Youth & Families Outreach (EYFO) is looking to hire a part-time Cook to prepare quality nutritious meals for our students based on food health and safety regulations and company standards.
- Attend OSPI Nutrition yearly training and learn the WINS system
- Create menus in alignment with OSPI nutrition guidelines
- Responsibilities include following instructions on the timely preparation of food and snacks, organizing workstations and preparing ingredients for the cooking process, stocking inventory, and maintaining sanitation standards.
- Monitors stock levels, take on culinary tasks as they arise, and ensures that the refrigerators and storerooms are kept clean and tidy.
- To be successful as a cook at EYFO, you will possess excellent communication and multi-tasking skills.
- You should be able to use various cooking techniques and methods to prepare meals and snacks for our students. You should be able to handle

cooking without compromising on quality. Keep facilities clean and in proper working order.

- Duties and responsibilities include general kitchen cleaning, event setup, breakdown, cleanup, and restocking supplies.

## **Cook Responsibilities**

- Setting up and sanitizing workstations.
- Ability to manage your time efficiently.
- Create a monthly meal plan.
- Maintaining a clean, orderly, and sanitized kitchen.
- Works well when supervisors are not present.
- Ability to lift at least 25 pounds.
- Preparing and assembling ingredients for meals and snacks.
- Storing excess food at the correct temperature to avoid spoilage.
- Ensuring that food portions and food presentation meet EYFO standards.
- Monitoring supplies and re-ordering stock as needed.
- Ensuring that cooking utensils are clean before each use.
- Cleaning and sterilizing food preparation areas.
- Efficiently resolving problems in the kitchen.
- Ensuring that food health and safety regulations are followed.
- \*The company reserves the right to add or change duties as assigned.

## **Cook Skills**

- Good verbal and written communication.
- Self-motivated
- Attention to detail
- Aptitude for multi-tasking
- Active listening
- Active learning
- Critical thinking
- Problem-solving

## **Cook Requirements**

- Education: High school diploma required.
- Certificate in Culinary Arts or related field a plus.
- Experience: 2 + years in a similar role.
- Good written and verbal communication skills.
- Serve safe food handling certification is preferred.
- Sound knowledge of cooking methods and techniques.
- Proven experience working as a Cook.
- The ability to follow recipes.
- The ability to stand for extended periods.
- Well-organized with strong follow-up skills.

- Strong time management skills.
- Ability to maintain focus while working individually.
- Have a Tuberculosis test clearance within the past year.
- Current King County Food Handlers Permit.
- To be hired, must pass a criminal background check.
- To be hired, provide proof of eligibility to work in the U.S. and a valid government-issued ID.