



**TITLE:** Cook Assistant  
**CLASSIFICATION:** Non-Exempt  
**REPORTS TO:** Nutrition Services Supervisor  
**DEPARTMENT:** Nutrition  
**EMPLOYMENT STATUS:** Full Time/ Schedule varies based on program needs

**LOCATION:** Somerset, NJ  
**PROGRAM:** Early Childhood  
**SALARY RANGE:** TBD

**ESSENTIAL FUNCTIONS:**

- Understand and strictly adhere to all guidelines and regulation pertaining to food management in the Nutrition Section of the Early Childhood Development and Nutrition Services Content Area as described by the CACFP, USDA, HSPPS, and N.J. Department of Health Sanitation Regulations.
- Prepare, set-up, and clean-up after breakfast, lunch, and snacks as planned on menus, as well as food for special events(celebrations, field trips, etc.) and food arrangements or displays for classroom events and parent functions.
- Order and receive all food and nutrition supplies.
- Check all orders for accuracy and inspect food for quality and freshness at time of delivery.
- Work with the Nutrition Services Supervisor in planning menus and, at times, with Nutritionist to recommend menu items and provide appropriate meal substitutions when needed according the dietary needs and individualized menus.
- Maintain an up to date inventory sheet of equipment and food at sites and maintain clean and sanitized work area.
- Work closely with vendors and works in conjunction with other HOPES Programs as needed.
- Participate in meetings, conferences and Professional Development as required by designated program.
- Promote and engage in parent and children participation in the nutrition activities to support School Readiness goals.
- Work at assigned site and rotate as needed.
- Perform other duties as assigned.

**MINIMUM REQUIREMENTS:** (Must be fully met in order to qualify for position)

- High School Diploma or equivalent combination of education and experience and obtain Food Handlers Certification within 90 days of employment.
- Proficient computer skills, including data base systems, and access to email and internet.
- Ability to speak, read, write, comprehend, process, interpret follow and carry out instructions spoken in the English language and written in a variety of documents and reference relevant to the job.

**ADDITIONAL PREFERRED QUALIFICATIONS:** (Optional, used to determine best match in candidates)

- Food Handlers Certification/Serv Safe Certification.

Submit resume to [hr@hopes.org](mailto:hr@hopes.org)

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