

The Boys & Girls Club of Easton is currently in search of someone to run the club's cooking program between 4pm and 7pm, for 16 hours per week on a part-time basis. The starting hourly pay rate for the open position is \$13.26.

Below is the job description:

### **Primary Function**

Healthy Habits Food Program Cooking Coach functions as a staff member, prepares and serves daily menu items as part of cooking demonstrations, oversees the meal program, provides nutritious meals and snacks to our Club members while maintaining safe and sanitary food-handling practices, and conducts "Healthy Habits" curriculum lessons. Cooking/Healthy Habits classes are taught two times a day, Tuesday through Friday, between 3 PM AND 7 PM for various age groups ranging from 5 to 18 years of age

### **Essential Responsibilities**

- Maintain a safe and sanitary work environment required by federal, state, and local health codes.
- In conjunction with Easton Area School District, prepare and serve meals that meet or exceed Child & Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP) guidelines.
- Maintain documentation as required by CACFP, SPSP, Department of Public Instruction (DPI), & Boys and Girls Club of Easton, PA.
- Report and maintain cafeteria/kitchen equipment to/with the Program Director and/or Executive Director.
- Address issues and concerns with other staff, Club processes, supervisors, programs, volunteers, or any other matter in a professional and courteous manner.
- Maintain paper records that are up-to-date, accurate, and legible depicting meals served and cooking classes taught, as well as documenting outcomes accordingly (i.e.: daily meal count and production record sheets, bi-weekly timesheets, and reports providing quantitative and qualitative data on all activities conducted, etc.).
- Collaborate and coordinate with other programs within the organization, as needed.
- Provide our youth with motivation and inspiration daily.
- Promote healthy eating.
- Maintain cleanliness in the kitchen, cafeteria, coolers, refrigerator, and freezer.
- Ensure a safe, clean, and healthy environment.
- Accept responsibility for the quality of products served.
- Teach children how to prepare and cook simple recipes that are healthy and nutritious.
- Teach children Healthy Habits lessons about nutrition and a healthy mind, body, and soul.
- Create shopping lists and recipes, conduct shopping, and manage costs associated with food and supplies for cooking classes and serving meals.
- Handles, stores, and rotates all products properly.

### **Qualifications**

The Healthy Habits Food Program Cooking Coach is a flexible Part-time position during the school year and a Full-time position in the summer that requires the following:

- A high school diploma or equivalent
- Culinary experience (preferred)
- Serve Safe Certification or ability to obtain (preferred)
- Two-year job-related experience in preparation of institutional quantities of food for a cafeteria or related field
- Knowledge and understanding of modern methods of food preparation, health codes, sanitation principles, and nutritional requirements
- Organizational skills
- Perform basic arithmetic
- The ability to work efficiently and independently
- Accuracy and speed in executing assigned tasks

- The ability to be able to teach children how to prepare and cook simple recipes
- The ability to be able to teach lessons from a specified curriculum for Healthy Habits
- The ability to be able to create shopping lists and recipes, conduct shopping, and manage costs associated with food and supplies for cooking classes and serving meals
- Familiar with Microsoft Office (Word, PowerPoint, Publisher, Excel)

Please feel free to reach Mr. Young at (484) 239-2075.