



## CHILD & YOUTH SERVICES EMPLOYMENT OPPORTUNITY

**Title:** COOK  
**Supervisor:** ECEAP Program Manager  
**Program:** ECEAP  
**Status:** Full Time/Non Exempt  
**Date:** August 2019

### **WE OFFER:**

COMPETITIVE SALARY  
UP TO 200 PAID TIME OFF HOURS PER YEAR  
MEDICAL, VISION & DENTAL BENEFITS  
LIFE INSURANCE  
403(B) RETIREMENT with employer match after two years  
SHORT TERM DISABILITY  
EMPLOYEE ASSISTANCE PROGRAM and more....

*VOLUNTEERS OF AMERICA WESTERN WASHINGTON is a private, not-for-profit human service agency serving the needs of families, seniors and the disabled in Western Washington. Our successful track record of supporting those we serve and being on the leading edge of new and innovative programs makes us a leader among human service agencies in Western Washington. Come be a part of what we do and make a difference every day!*

### **General Function:**

The cook is responsible for the day to day planning, preparation, and serving of meals, which may include breakfast and/or lunch, and morning/afternoon snacks. These duties include:

- Participate in the USDA Child and Adult Care Food Program (CACFP).
- Plan menus to meet the requirements of the USDA/CACFP program.
- Use and post menus approved by the Snohomish County ECEAP nutritionist.
- Incorporate cultural, ethnic, and dietary preferences and suggestions from parents in the menu planning process.
- Plan and record/document appropriate and creditable alternatives for children with food allergies or food preferences and communicate this information to family support specialists and classroom teachers.
- Order and purchase food, ingredients, materials, supplies, and equipment according to ECEAP performance standards, CACFP requirements, and budget considerations.
- Ensure kitchen safety and maintain kitchen sanitation/ cleanliness at all times, report maintenance issues or concerns to supervisor.
- Record keeping according to CACFP requirements.

### **Qualifications:**

- Available to work during the academic school year.



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- Previous experience planning/preparing/serving nutritious meals and snacks for groups of young children.
- Prior experience with record keeping and maintaining and organizing files.
- Basic computer skills.
- Current Food Handler's card

All employees are required to obtain the following within 90 days of employment:

- A current infant, child, adult first aid/CPR certification
- HIV/AIDS and Blood-Borne Pathogens training
- Washington State Patrol background check
- Hepatitis B vaccination
- TB test

If you wish to apply for this position, please email your resume to: [recruiter@voaww.org](mailto:recruiter@voaww.org).

*Volunteers of America provides equal employment opportunities to all employees and applicants for employment without regard to race, sex, age, sexual orientation, marital status, color, creed, religion, national origin, disability, disability or status as veteran or special disabled veteran, use of trained guide dog or service animal by a person with a disability. We are in accordance with applicable federal laws and in compliance with the Americans with Disability Act, to include HIV Aids and other communicable diseases covered under the Act. Additionally, the agency complies with applicable state and local laws governing non-discrimination in employment.*