



Cook II * Delaware Valley Job Corp Callicoon, NY

Overview: The Delaware Valley Job Corp is seeking a Cook II in Callicoon, NY.

The Cook II position is responsible for the preparation of the meals in accordance to the planned menu. Ensures sufficient food is prepared, minimizing waste. Participates in kitchen clean-up to facilitate sanitizing of all food service areas.

Responsibilities; Supervises Food Service staff during assigned shifts in the absence of management staff. Oversees food serving, dining room activities and student conduct. Prepares food in accordance with planned menu. Prepares food in sufficient quantities and with sufficient care to meet student nutritional needs and health standards. Carries out instructions given orally or in writing. Makes recipe calculations involving fractions and percentages. Utilizes production schedule to minimize waste and to prepare sufficient quantities of food. Stores and disposes of food in the proper manner. Cleans kitchen area, equipment, and cafeteria as required to ensure sanitation and cleanliness of all food service areas. Assists in the preparation and presentation of quality food. Renders good customer service skills and engages young adults. Produces quality work/assignments in a thorough, timely and accurate manner. Maintains appropriate personal attendance, accountability and work productivity standards. Plans, prioritizes and organizes assignments to meet established goals and deadlines. Understands and applies job knowledge to effectively complete all required job responsibilities. Proactively maintains the skills required to perform job duties. Mentors, monitors and models the Career Success Standards as required by the PRH. Provides high-quality supervision and management for the student population. Takes swift and appropriate action and positively influences student behavior. Shows respect and courtesy to students and holds them accountable for their actions and behavior. Provides quality services for students and ensures that quality is maintained and student needs are met. Pursues improvement and enhancement of requisite services. Exchanges ideas and information, both orally and in writing, in a clear and concise manner and contributes meaningfully to group efforts by offering relevant ideas and knowledge. Provides quality and timely information to DOL/Company when requested. Follows up to ensure prompt/appropriate action is taken and that

problems are in fact corrected. Works in partnership with staff from all Departments to ensure effective supervision and services are provided to students. Accepts direction and supervision from the Center Director/Center Duty Officer/Shift Manager to include assignments to temporarily perform job responsibilities of other departments and positions. May provide supervision and training to Job Corps' Work-Based Learning students. Other duties as assigned.

Requirements: High School Diploma/GED, Degree or certification from an accredited or relevant certified training program or school preferred. 1 year experience, preferred 2 years, must be able to obtain ServSafe credentials, Valid Driver's License, Reference Check, Physical requirements include sitting, standing, climbing, walking, lifting, pulling and/or pushing, carrying, reaching, stooping and crouching. Demonstrates the ability to lift 40 pounds and / or the ability to assess the lift load in order to ask for necessary assistance.

Skills Required: Kitchen Supervision, Food Preparation, Food Safety Menu Compliance

Shift, Salary, and Benefits: This is a full-time position, Sun- Thurs, \$21.16 hourly, Benefits include Health insurance, Dental insurance, Paid Vacation, Paid Sick, Holidays, 401K/Retirement.

To apply: contact Hope Godchaux by emailing godchaux.hope@jobcorps.org, by faxing (845)887-4762, by telephone at 845-887-5400, mail to Adams and Associates/Delaware Valley Job Corps, PO Box 846, Callicoon, NY12723, or in person at 9368 State Route 97 Callicoon, NY 12723.