



Assistant Cook/ Kitchen Aide

Service Now for Adult Persons, Inc. – Eastern Queens Older Adult Center – Queens Village, NY

Job Summary: Under the supervision of the Chief Operating Officer and the Older Adult Center Chef, is responsible to assist with the food preparation, service and cleanup of lunch meals and adherence to sanitation standards.

Responsibilities include, but no limited to:

- Safeguard food, supplies and equipment
- Assist with the receiving and proper storage of food and supplies
- Prepare the bread/margarine, juice and dessert for the current and/or following day
- Assist in the preparation of alternative lunches
- Assist with the portioning and serving of the luncheon meal
- Aid in the maintenance of order in the kitchen and food storage areas
- Wash pans and utensils and store them in a clean, sanitary and orderly manner
- Clean the kitchen, serving equipment, work surfaces and trays
- Wash kitchen floor daily
- Assist in taking monthly physical inventory
- Perform other tasks as requested

Qualifications:

- Good health, ability to stand long hours and able to lift heavy objects.
- High School Diploma / GED equivalent

Days/ Hours: 7:30 am to 3:30 pm, 5 days/week (Monday- Friday), 35 hours per week

To apply, please send a cover letter and resume via fax, or email to Shafia Shaw.

Fax: (929) 895- 6628, or **Email:** sshaw@snapqueens.org

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