

Open Position

Program:	Community Wellness Program – Clearlake, CA
Position:	Community Kitchen Cook I-II
Rate of Pay:	\$20.00 to \$26.00 per hour (Depending on Qualifications)
Hours:	25 hours per week, 12 months/year
Benefits:	<p>401(k) Retirement Plan Paid Health Leave Paid Vacation and Holidays Medical, Dental, Vision and Life Insurance Employee Assistance Plan</p> <p><i>401(k) Retirement Plan all NCO employees eligible to participate upon hire. Medical, Dental, Vision, Life Insurance (within 60 days of hire) for regular status employees working 30 or more hours per week. Paid vacation and holidays for regular status employees.</i></p>
Application Closing Date:	Open Until Filled
To Apply:	<p>A completed NCO Employment Application form is required to apply. The application form is available at our website: https://www.ncoinc.org/about-us/jobs/ or by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah.</p> <p>For positions requiring ECE or CDV units transcripts must be attached with your application to be considered.</p>
Submitting an Application:	<p>By Email: HumanResources@ncoinc.org By FAX: 707.467.3213 By mail or hand delivery to: NCO, Inc., Attn: Human Resources 413 N. State St., Ukiah, CA 95482 <i>Applications must be received by NCO by the closing date. Postmarks are not accepted.</i></p>
NCO is under no obligation to hire from this solicitation.	
North Coast Opportunities, Inc. is an Equal Opportunity Employer.	
For Head Start Child Development Program positions please see the NOTICE included with the Employment Application regarding Department of Justice clearance requirements.	

See our Website for full job description details & to print application
WWW.NCOINC.ORG/ABOUT-US/JOBS/
Equal Opportunity Employer

We invest in people through community action.

North Coast Opportunities, Inc.

413 North State St. Ukiah, CA 95482

JOB DESCRIPTION

POSITION:	COMMUNITY KITCHEN COOK I – II
PROGRAM/DEPARTMENT:	COMMUNITY WELLNESS (CW)
REPORTS TO:	CW PROJECT COORDINATOR III
SUPERVISORY RESPONSIBILITY:	NONE
FLSA/IWC STATUS:	NON-EXEMPT
WC CODE:	9079

I. POSITION OVERVIEW

This position works as a cooperative and collaborative member of the Community Kitchen Project (CKP) team. Primary responsibilities include assisting with food ordering, meal planning, and meal production and packing; and preserving and packaging ingredients and prepared food items for long-term storage.

II. JOB DUTIES AND RESPONSIBILITIES

1. Works with CKP staff to plan nutritious menus based on the USDA Dietary Guidelines for Americans.
2. Creates and follows menus and recipes ensuring all identified dietary needs and restrictions are met.
3. Purchases groceries and supplies, as needed.
4. Maintains an accurate, up-to-date food and kitchen supply inventory; ensures all food, supplies and equipment are labeled to foster ease of access.
5. Ensures meals are ready for packaging and delivery in a timely manner per the established preparation schedule.
6. Completes required data entry, forms, and reports in a timely manner.
7. Cleans and stores dishes; performs scheduled daily and weekly cleaning duties in the kitchen.
8. Follows all required guidelines and laws related to safe food handling, storage, and preparation in a commercial kitchen environment.
9. Promptly informs CW Project Coordinator or Director of any concerns or observations regarding volunteers.
10. For bilingual employees, performs all job duties utilizing dual language ability as necessary to provide optimum support for the project and its clients.
11. Attends scheduled meetings, training sessions and conferences as required.
12. Aligns work behaviors in conformance with NCOs Mission, Vision and Values.
13. Work habits:
 - Arrives to work on time and obtains approval from supervisor for any changes in work schedule or absences.
 - Maintains a high level of confidentiality in all aspects of work and in alignment with Agency and project policies and procedures.
 - Follows the NCO Injury Illness and Prevention Plan, as well as all Agency and program safety protocols, procedures, and policies.
 - Stays focused on the job.
 - Takes pride in creating a positive, efficient work environment.
 - Treats co-workers and clients with respect.
 - Represents NCO and its programs to the community in a positive light.
 - Adapts effectively to change.
 - Dresses appropriately for the job.
14. Other duties as assigned or required.

III. JOB QUALIFICATIONS

Education & Experience:

- Prior experience with large-scale food preparation and related sanitation regulations and practices is required.
- Prior experience using computers and various software and database programs including web-based platforms and email is required.
- Possession of current ServSafe Food Handler or ServSafe Food Manager certification (preferred).

- A minimum of three years of recent experience working in a commercial or institutional food preparation environment is required (Level II only).

Knowledge of:

- Food values and nutrition as they relate to overall health (preferred).
- Proper food packaging and storage techniques (preferred).

Ability to:

- Perform necessary math skills related to adapting and preparing recipes and servings.
- Understand and carry out oral and written instructions including those commonly found in recipes.
- Communicate clearly and appropriately both verbally and in writing in English (required).
- Interact with others in a culturally and emotionally sensitive manner.
- Maintain professional, cooperative relationships with others.
- Organize duties and tasks to meet established deadlines.
- Work independently under general supervisor or with minimal direction.
- Work flexible hours for occasional scheduled weekend or evening activities.

Necessary Special Requirements:

- Must be 18 years of age or older.
- For work-related driving, must have a valid California driver's license, a verifiable good driving record, and access to a vehicle with insurance that covers the employee as a driver OR reliable transportation with proof of automobile insurance.

WORK ENVIRONMENT/PHYSICAL DEMANDS

1. While performing the duties of this job, the employee is regularly required to talk, hear, listen, communicate clearly, and may be required to supervise staff or volunteers as assigned.
2. The employee frequently is required to sit; use hands to finger, handle or feel objects, use manual and automatic office equipment, and reach with hands and arms.
3. The employee is frequently required to stand; bend; reach down and stretch overhead; walk; climb or balance; and stoop, kneel, crouch, or crawl.
4. The employee may frequently lift and/or move up to 25 pounds unassisted and may occasionally move and lift heavier materials with assistance using ergonomic guidelines.
5. Specific vision abilities required by this job include close and distance vision, peripheral vision, depth perception, and the ability to adjust focus.
6. The ability to travel during the day and/or night, sometimes long distance – possession of a valid California Driver's License and access to an insured vehicle is required.
7. Interaction and contact with outside agencies, vendors, funders, volunteers, donors and contributors is a frequent aspect of this job.
8. The employee will regularly use computers and computer printers, telephones and other similar electronic office equipment.
9. The employee will regularly use kitchen equipment and implements that can be heavy, hot or sharp; as well cleaning and sanitizing products.
10. The environment at the assigned sites can be noisy and can include interruptions by other individuals.

Note: This class specification should not be interpreted as all-inclusive. It is intended to identify the core essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) or California FEHA. Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.