

## **POSITION AVAILABLE**

### **MEAL SERVICE PROGRAM ASSISTANT (COOK)**

Child Care Services Association (CCSA) is a nationally recognized non-profit organization working to ensure affordable, accessible, high quality child care for all families through research, services and advocacy, headquartered in the Triangle region of North Carolina. We are looking for an action-oriented individual to join our dynamic team as a **Cook** in our **Meal Service Program** in our Durham, NC office. **This is a 35 hour per week position.**

Essential responsibilities include, prepping, cooking, packing and occasionally delivering healthy, temperature sensitive product to our clients while maintaining a safe, sanitary and clean work environment as required by the Durham Health Department, Serv-Safe and USDA guidelines.

#### **DUTIES AND RESPONSIBILITIES:**

- Treat information on CCSA clients, employees or Board members in a confidential manner.
- Ability to stand for 8 hours at a time, and ability to lift 50 pounds occasionally, 20 to 40 pounds several times a day
- Prepare foods by following a recipe and perform basic math computations to size the recipe
- Portion out prepared food
- Sort food items and pack for delivery
- Put stock away (and/or help with shopping)
- Maintain Health Department Standards during food preparation
- Answer the phone and talk to customers (child care providers)
- Clean the kitchen area (wash pots, sweep and mop the floor, clean work tables, shelves, sinks and refrigerators)
- Deliver the food, as requested
- Perform other duties as assigned by agency leadership

#### **SPECIAL SKILLS:**

- Effective oral and written communication skills with internal and external clients
- Practice of good health and hygiene habits
- Ability to follow directions, but initiate a task when it is clear that the next step should be taken
- Ability to maintain regular working hours, be prompt and dependable

#### **EDUCATION AND EXPERIENCE REQUIREMENTS:**

- High School diploma with one year kitchen experience
- Current TB test (renewed annually), Hepatitis vaccination
- Serv-Safe accredited or ability to be accredited within 3 months of employment

#### **SPECIAL WORKING REQUIREMENTS:**

- An automobile at his/her disposal; a valid non-suspended NC driver's license and a current automobile liability policy with continuous coverage. Reasonable accommodations may be made at agency's discretion.
- No substantiation or criminal conviction of child abuse or neglect.

**We offer:**

**Challenging work environment**

**Competitive nonprofit salaries and benefits:**

**Medical, Dental, Life Insurance Plans**

**11 paid holidays per year**

**Paid Sick Leave**

**Paid Vacation**

**Paid Child Care Involvement Leave**

**403(b) Retirement Plan**

**Employer-paid Long Term Disability**

**Flexible Spending Accounts**

**Paid Professional Development Training**

**HOURLY SALARY HIRING RANGE: \$10.00 - \$12.00**

Please visit our website at [www.childcareservices.org](http://www.childcareservices.org) to learn more about the work that we do and more specific information about this position.

Interested candidates should send resume to CCSA, Attn: HR, PO Box 901, Chapel Hill, NC 27514 or email the same to [hr@childcareservices.org](mailto:hr@childcareservices.org). You may also apply in person at 1201 South Briggs Avenue, Durham, NC (Jim and Carolyn Hunt Child Care Resource Center) between the hours of 8:30 a.m. – 4:30 p.m. Monday – Friday.