



Substitute Cook Job Description

Position: Substitute Cook
Hours / week: up to 20 hour per week / \$11.60
Supervised by: Food Services Coordinator/Site Supervisor
Location: Eugene, OR

Minimum Requirements:

1. High school diploma / GED and the ability to read, write, and do simple mathematical calculations.
2. One year of relevant work or volunteer experience.
3. Evidence of emotional maturity, stability, dependability and flexibility.
4. Physical ability to lift and carry at least 40 pounds.
5. Valid Food Handlers card and driver's license.

Overview: The substitute cook is responsible for preparing snacks and meals as necessary for Relief Nursery programs including classrooms, parent events and meetings.

Skills & Abilities:

1. Relate tactfully, confidently, sensitively and non-judgmentally with young children, their families, and other staff members.
2. Prepare a variety of healthy meals and snacks for diverse age groups.
3. Work independently and in an organized manner.

Knowledge:

1. Proper food preparations and storage techniques and sanitary procedures; quantity cooking.
2. Basic principles of nutrition and nutritious cooking methods.
3. Health and sanitization regulations and requirements.
4. Proper and safe operations of kitchen utensils and equipment.



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Duties:

1. Prepare breakfast and lunch for classrooms and for small and large events scheduled during the daytime or the evening.
1. Follow USDA guidelines regarding food quantities and record keeping, including accurate meal counts and daily production records.
2. Be aware of children's documented food allergies and make substitutions as needed.
3. Clean the kitchen (except for the floors), and operate the dishwasher, keeping all equipment and supplies orderly.

Pre-employment drug screen and criminal background check, DMV records check and proof of automobile insurance required.

Please provide resume, including three professional references, to jessiehe@reliefnursery.org

Position open until filled