



<b>Hours per week</b>	40 hours (1.0 FTE)
<b>Supervised by</b>	Springfield Site Supervisor or Parent Education Coordinator
<b>Location</b>	Springfield
<b>Starting salary range</b>	\$15.75 - \$17.25, depending on qualifications

### Overview

The mission of the Relief Nursery is to prevent the cycle of child abuse and neglect through early intervention that focuses on building successful and resilient children and strengthening parents. Our staff work as a team to provide a unique array of comprehensive family support services from therapeutic classrooms to substance use disorder recovery support, that are easily accessible to parents with children birth to six years of age who are at high risk for abuse or neglect. At the core of the Relief Nursery is the belief in focusing on, and building upon, the strength of each family we serve.

We are currently hiring for a Cook at our Springfield site to help support this mission by preparing flavorful and nourishing snacks and meals for Relief Nursery programs including classrooms, family events, meetings and trainings. This position ensures we are meeting USDA requirements and maintaining the kitchen at standards determined by the Sanitation Department. The cook also coordinates menu planning, ordering, and maintains the supplemental food pantry.

### Responsibilities

1. Relate tactfully, confidently, sensitively, and non-judgmentally with young children, their families, and other staff members
2. Plan and prepare a variety of nutritious meals and snacks from various cultural traditions for diverse populations and age groups. Events may take place during the day and in the evening
3. Oversee preparation and set-up of serving carts
4. Work independently and in an organized manner
5. Make use of seasonal items, bulk purchases, and donations as indicated
6. Follow USDA guidelines regarding food quantities and record keeping, including accurate meal counts and daily production records
7. Work with Food Service Coordinator to develop a monthly menu for classroom breakfasts and lunches that adheres to the USDA guidelines and provides high quality nutrition to the children
8. Post and distribute monthly menus to all classroom teachers and the Site Supervisor prior to the start of each month



9. Place orders from vendors determined by the Food Services Coordinator for food, kitchen paper products, diapers, diaper wipes, disposable latex gloves, playdough ingredients and/or other requested items
10. Supervise kitchen volunteers
11. Assist teachers as needed with classroom cooking activities
12. Maintain awareness of children's documented food allergies and make substitutions as needed
13. Clean the kitchen (except the floors), and operate the dishwasher, keeping all equipment and supplies orderly
14. Attend staff and safety meetings and trainings as requested

### **Minimum Qualifications**

*Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.*

*Interested candidates that don't meet the minimum qualifications will still be considered.*

1. 6 months of relevant work experience or culinary experience which provide the required knowledge, skills and abilities
2. Knowledge of proper food preparations, storage techniques, and sanitary procedures and requirements; quantity cooking
3. Understanding of basic principles of nutrition and nutritious cooking methods
4. Experience in the proper and safe operations of kitchen utensils and equipment
5. Demonstrated ability to communicate with professionalism and respect with staff, outside suppliers/vendors and others
6. Ability to work with little supervision and maintain a high level of performance and meet established deadlines
7. Physical ability to stand for extended periods of time and the ability lift and carry 10 to 20 pounds frequently and up to 40 pounds less regularly
8. High school diploma / GED and the ability to read, write, and do simple mathematical calculations



9. Valid Food Handlers card

10. Valid driver's license

### Preferred Qualifications

1. Associates degree in related field or formal culinary training
2. Bilingual in English and Spanish

### Annual Benefits for Employees

Relief Nursery employees enjoy the benefit of working for an organization that makes the world a safer and better place. A flexible work schedule and the benefits listed below round out the generous benefit package offered.

- Competitive Wage
- Medical Coverage (very low employee cost)
- Dental Coverage (very low employee cost)
- Flexible Spending Account available
- 403(b) retirement plan with employer match
- Employee Assistance Program
- Mileage reimbursement
- Paid Jury Duty time
- Up to 64 hours of paid sick leave per year, up to 128 hours of accumulated sick leave
- 5 weeks of paid vacation leave per year
- 2 paid personal days per year (add 1 additional day per each 5 years worked)
- Paid Holidays

**To apply, please submit cover letter and resume to:**

Barbara Santiago, [barbarasa@reliefnursery.org](mailto:barbarasa@reliefnursery.org).

Pre-employment drug screen (including marijuana), criminal background check, DMV check, and proof of auto insurance required. Position will remain open until filled.

**Relief Nursery is an Equal Opportunity Employer and a Drug-Free Workplace**