



# Substitute Cook

## Job Description

<b>Hours per week</b>	Up to 20 hours/week
<b>Supervised by</b>	Food Services Coordinator/TECP Site Supervisor
<b>Location</b>	Eugene and/or Springfield
<b>Wage</b>	\$14.75

### 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.

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

*Please note that Relief Nursery is a vaccinated campus. All staff must provide proof of COVID-19 vaccination to Relief Nursery showing full vaccination or staff must document their intention to become vaccinated.*

### Duties

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

### 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.*

*Individuals who previously received services from Relief Nursery or those interested applicants who do not meet the minimum qualifications are also encouraged to apply.*

1. High school diploma / GED and the ability to read, write, and do simple mathematical calculations.



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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.

### 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.

**Interested applicants, please email resume, cover letter and three professional references to:**

Jessie Hernandez, TECP Site Supervisor

[jessiehe@reliefnursery.org](mailto:jessiehe@reliefnursery.org)

Pre-employment drug screen, 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**