

Cook (Temporary, Full-Time)

\$500 SIGNING BONUS AVAILABLE *

**All Daylight Hours, Monday-Friday, Weekends Off
Air-Conditioned Kitchen**

POSITION SUMMARY

The Cook position is a full-time position at Heritage Community Initiatives and will perform a wide variety of duties within Heritage Nutrition Services. Under the direct supervision of the Executive Chef, the Cook will assist with prepping meals for nearly 700 children on a daily basis. The duties performed by the Cook are broad, flexible and entry level.

RESPONSIBILITIES (include but not limited to)

Summer Session (June 3, 2025 – August 30, 2025) duties for the Cook include, but are not limited to:

- Assist in prepping and cooking food for breakfast, lunch, snack and dinner.
- Ensure that the kitchen area is free of hazardous materials, objects and situations.
- Clean and sanitize all kitchen equipment according to regulations.
- Transport meals to various locations utilizing company vehicle.
- Ensure all special diets/allergy meals are delivered to the correct contracted location.
- Establish positive relationships with teaching staff, children and families, and contract site managers/directors.
- Work cooperatively and effectively as a team member.
- Follow all policies set forth by Heritage Community Initiatives and partners.
- Complete all necessary trainings for the position.
- Assist with the implementation of the Summer Food Service Program on a daily basis.
- Assist with cooking, portioning, and recording meals to be transported to the required sites.
- Ensure all meals, delivered & prepared, in-house & off-site have been fully cooked to proper temperature and are held at the proper temperature
- Other duties as assigned by the Assistant VP of Nutrition and VP of Nutrition.

QUALIFICATIONS AND SKILLS

- A minimum of one (1) year experience in a food preparation service.
- High school diploma.
- ServSafe certification preferred or must complete training within first 30 days.
- Ability to frequently lift or move weight as in lifting, carrying or holding items 30+ pounds.
- Must have a valid Pennsylvania Driver's License (preferred).
- Ability to walk or stand for long periods.
- Current FBI, Child Abuse, National Sex Offender Registry (NSOR) and State Criminal Background Clearances as well as applicable Out of State Clearances (State and Child Abuse).
- Current health assessment and TB test.
- Experience supervising youth under the age of 18 is preferred.
- Self-starter.

Heritage's academically-based education programs at the 4 Kids Early Learning Center and HOST (Heritage Out of School Time) serve more than 250 at-risk children annually. Each program is rated STAR 4, the highest rating available, by Pennsylvania Keystone STARS and is licensed by the Pennsylvania Department of Human Services. Dedicated to building local, regional and national partnerships to advance the education of young people with a strong commitment to measurement and evaluation with proven results.

For over 40 years, Heritage Community Initiatives has been committed to positively impacting the socioeconomic mobility of those they are privileged to serve throughout Eastern Allegheny County. Their distinctive combination of the highest-quality Transportation, Education, and Nutrition programs allows Heritage to be uniquely positioned to continue its long-standing mission for thousands of under-resourced individuals, families, and children in affordable and measurably impactful ways. For more information, visit HeritageServes.org. We are looking for exceptional individuals to join our team of dedicated professionals—nearly 20% of whom have been with us for over a decade.

We look forward to hearing from you and discussing how Heritage Community Initiatives can play a key role in your career path.

* Certain eligibility requirements apply

Applicants are asked to send a cover letter and a copy of their resume to humanresources@heritageserves.org - Please visit our website for additional information about Heritage Community Initiatives - www.heritageserves.org.