



Carter Burden Network
Leonard Covello Older Adult Center
312 East 109th St
New York N.Y. 10029
(212)423.9665

Schedule: 7am -3 pm Sunday through Thursday (overtime available, schedule flexibility, subject to change)

Kitchen Aide Job Description

Requirements: Good Health. Demonstrated ability to read, write, and converse in English. Individuals must have respect for the senior population. The ability to work as part of a team and be a team player. Demonstrates respect for the senior population. HS Diploma.

- Daily responsibilities include but are not limited to:
- Maintains, cleans, sanitizes all items used in the preparation and serving of food.
- Washing of pots, pans, and dishes is used in food preparation as needed.
- Assists in prep for breakfast/lunch congregate meals.
- Cleaning of the Coffee Station as needed, including microwave, counter tops, and coffee machines.
- Assist in other food prep and program related tasks as required.
- Reports to head chef, food service manager and Director
- Safe handling of food as per DOH and DFTA guidelines
- NYS Food Handlers License, preferred.
- Maintain DOH and DFTA sanitation guidelines and agency standards for same
- Proper portioning and serving of food as per menu.
- Responsible for receiving all inventory orders and putting the inventory away.
- Organize and clean the stock room.
- Submitting food and supply needs to chef and to the food service manager.

- Maintain daily/monthly food temperature log.
- Attend mandatory training and meeting.
- Availability to work in two different kitchens as needed.
- Responsible for being consistent and reliable with your required schedule.
- Assist in any task deemed necessary by the Food Service Manager, Chef or Program Director
- Must be able to lift 25 35 pounds.
- Set up dining tables in the morning.

Salary: \$19.98/hr

CBN offers a generous benefits package for Full Time employees, which includes:

- Health and dental coverage with 100% employer-paid options
- Generous PTO including 15 vacation days, 4 personal days, and 10 sick days accrued annually, in addition to holidays
- Retirement plan with 3% employer contribution plus up to 2% match after one year of service

To apply, please send your resume to Moufdi Naji at najim@carterburdennetwork.org