

Job Announcement: Program Cook
MountainStar Family Relief Nursery

Position: Program Cook

Schedule: Monday-Thursday 8:00-4:30pm (32 hours per week)

Reports to: Program Manager

Starting Wage: \$19.00 per hour, depending on education and experience, wage differential if bilingual

The Program Cook's role is to complete, purchase, prepare and delivering food products, cleaning of kitchen facilities, and maintaining sanitary standards in compliance with USDA guidelines, sanitation safety rules and procedures.

About Us and Our Values:

MountainStar Family Relief Nursery is a 501c3 nonprofit operating in Crook, Deschutes and Jefferson counties. Our mission is to prevent child abuse and neglect through community support and therapeutic services that help vulnerable children and families succeed. Services include early childhood classes emphasizing social-emotional development, home visits, and other family supports.

Our values are:

1. Caring – welcoming, trauma-informed, trustworthy, compassionate, honest, and fun.
2. Partnership – invested, accessible, and engaged with clients, supporters, partners, and communities.
3. Excellence – committed to high-quality programs, current research, innovation, best practices, accreditation, and evaluation.
4. Inclusiveness – seek out and value diverse perspectives, understand and address systemic barriers.
- 5.

Essential Job Functions:

- Regular and consistent attendance is an essential function of this position.

Completes the operation of the Food Service Program by:

- Preparing a variety of foods that are culturally and age appropriate.
- Purchasing, preparation and inventory process.
- Assisting in the maintenance of food service records and other documentation in compliance with USDA regulations.
- Delivering food service in a safe, healthy, and timely manner with the least disruption to the classroom.
- Ensuring food quality by checking for proper temperature of food.

Assists in complying with local, state and county sanitation and safety regulations by:

- Ensuring that the environment for food preparation and service is maintained in a sanitary condition.
- Keeping the kitchen and storage areas clean and safe, such as dishwashing and kitchen clean up.

MountainStar is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, age or disability.

- Maintaining record of food used daily.

Maintains confidence and protects agency operations by:

- Keeping information confidential.
- Continually apply safety practices in all facets of the performance of duties by complying with agency safety standards.
- Supporting participation of a safe environment.
- Immediately reporting any unsafe or hazardous working conditions and/or any injury.
- Participating in fire drills and assisting in the evacuation of children.

Contributes to a team effort by:

- Attending staff meetings, parent meetings, and other meetings as required.
- Fostering an understanding of Relief Nursery, its mission, goals, objectives, and program services.

Other responsibilities:

- Performing other work related or assigned duties.
- Education and Job Requirements:
- Experience working in meal preparation and planning.
- Other duties as assigned.

Knowledge and Experience:

- Must have food handler's card or be able to obtain one immediately upon employment.
- Knowledge of sanitation and safety procedures as well as kitchen equipment operations is highly desirable.
- Must enjoy working with and be sensitive to the needs of children & families.
- Ability to travel to attend workshops or training.
- Current First Aid card and current infant/child CPR.
- Must be enrolled in Oregon Criminal History Registry.
- Must show proof of having taken a "Recognizing and Reporting Child Abuse and Neglect" course.
- Participates in Continuous Quality Improvement development.

Other Skill Requirements:

- Bilingual Spanish/English preferred.
- Excellent communication and organizational skills.
- Ability to work and relate positively with children and adults.
- Must perform duties with direct supervision and direction given, operating from established directions and instructions. Decisions are made within general agency policy constraints.

Job Conditions:

May work outdoors intermittently with exposure to typical Oregon weather. There may be frequent interruptions, working alone, evening or weekend work, working long hours during peak periods.

Physical Requirements of the Job:

MountainStar is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, age or disability.

Must be able to pick up and carry 50 pounds. Must be able to bend, kneel and stand for long lengths of time.

Mental Requirements of the Job:

Continual interaction with co-workers, parents, and children to provide information. Must relate positively to children and adults. Little mental effort is required, however must complete tasks in a timely manner.

This agency believes that each employee makes a significant contribution to our success. This job description in no way implies that these are the only duties to be performed by the employee. At all times, employees will be required to follow any instruction and to perform any other duties within this or a lower job level upon the request of the supervisor. At times, employees may also be required to perform higher-level duties.

Success Factors:

- Ability to work independently and as a part of a team — conflict resolution skills are beneficial.
- Genuine interest in building knowledge about early childhood brain development, trauma, and other topics relevant to MountainStar’s mission
- Energetic and forward-looking thinker who actively seeks opportunities and proposes solutions.

Salary Range + Benefits:

This is a 32-hour pe week position, starting at \$19.00+/hr. depends on experience and qualifications, wage differential if bilingual. All positions at MountainStar are contingent upon the availability of funding.

To apply, please submit cover letter and resume to: HR@mtstar.org

Please highlight how your skills, experience, training, and attitude will support your success in working across these many areas of our organization.