



Hudson River Housing improves lives and communities through housing with compassion and development with vision. We are dedicated to building strong, sustainable communities by developing and preserving quality affordable housing and helping families and individuals obtain and maintain housing through education, advocacy and support services.

We are a committed group of people from all backgrounds who care deeply about our community and want to make it a better place.

Position: Per Diem Cook

General Description:

The cook will ensure that all food storage, preparation, service and dining areas and equipment are maintained in an efficient, sanitary and suitable condition and in compliance with the New York State Sanitary Code. They will provide menu planning to ensure the preparation and service of well-balanced meals of high quality and of sufficient quantity to provide residents with three nutritional meals and appropriate healthful snacks each day.

Principal Duties:

- Ensuring that all food storage, preparation, service and dining areas and equipment are maintained in an efficient, sanitary and suitable condition and in compliance with the New York State Sanitary Code; Part 14 of Title 10 of the New York State Department of Health and all other applicable regulatory agencies.
- Assist with menu planning to ensure the preparation and service of well-balanced meals of high quality and of sufficient quantity to provide residents with three nutritional meals and appropriate healthful snacks per day.
- Participate in training as it relates to the requirements and duties of the job
- Preparation, service and clean up of regular meals and special food functions.
- Proper storage, rotation and inventory of all food items.
- Grocery shopping, food ordering and pickups as assigned.
- Cleaning of all kitchen equipment and utensils on a regular basis.
- Maintenance of kitchen orderliness and cleanliness.
- Accessing and coordinating proper usage of food donations
- Enforce and adhere to the policies and procedures of the program
- Other duties as required by the Food Service Manager.

Qualifications:

Education: Completion of a formal Food Service and Pastry Baking school, which included food preparation, facilities responsibilities, equipment operation, inventory

control, sanitation inspection, storage and related areas. In lieu of completion of formal Food Service and Pastry Baking school, certified on the job training conducted by a certified trainer may be substituted. A variety of educational experiences and skill sets will be considered for all positions.

Licensing/Certification Requirements: Valid driver's license is required.

Other: Access to a home telephone (landline) preferred.

Salary: \$15 per hour

Location: Poughkeepsie, NY

Immediate Supervisor: Operations Manager

How to apply: To apply please email humanresources@hudsonriverhousing.org with 'Per Diem Cook' as the email subject.

Equity is a core value at Hudson River Housing. We believe in promoting a culture that decenters bias, celebrates difference, enhances equitable communication, and nurtures relationship building.

It is important to us that community members have access to stable means of economic growth. We are continually committed to hiring from within our community including applicants with lived experience that can inform and strengthen our work.

Hudson River Housing is dedicated to maintaining a work environment that is free from harassment and discrimination on the basis of age, race, creed, color, national origin (including ancestry), religion, gender or sex, gender identity or expression, sexual orientation, pregnancy (including childbirth and related medical conditions), alienage or citizenship status (unless required by law), disability, reproductive health decision making (including, but not limited to, the decision to use or access a particular drug, device, or medical service), marital status, partnership status, caregiver status, domestic violence victim status, familial status, military status, unemployment status, genetic information (including genetic characteristics), or any other protected status under federal, state, or local laws. Hudson River Housing is dedicated to the fulfillment of this policy with respect to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, compensation, termination, and all other terms, conditions, and privileges of employment.