



**PLEASE POST  
JOB ANNOUNCEMENT**

Children's Program Cook  
Closing Date: January 25, 2012

Founded in 1930, Friendly House, Inc. is a private, not-for-profit neighborhood center located in Northwest Portland. The Children's Program Cook will work with both the preschool and After School programs which serve children ages 3-12 in daily meal and snack planning and preparation. [www.friendlyhouseinc.org](http://www.friendlyhouseinc.org).

**SCOPE OF THE POSITION**

The Cook will prepare meals and snacks for both the morning and afternoon Preschool classes as well as order food for Preschool and After School programs. In addition, the position will develop menus and purchase food in accordance with state and federal nutrition guidelines. The Cook is also asked to eat meals with children when necessary. This position is responsible for the cleanliness and organization of the kitchen. Experience working with the CACFP is highly desired.

**Essential Functions**

- Assist in the development of a six week cycle menu.
- Order and/or purchase and transport all food products for children's program.
- Maintain all paperwork associated with CACFP guidelines.
- Attend regular CACFP and other food, sanitation, and nutrition trainings.
- Preparation, set-up and clean-up after meals and snacks.
- Clean and sanitize Preschool kitchen daily.
- Model positive and appropriate interactions with children and adults.
- Work with teaching team in planning and implementing classroom nutrition activities.
- Maintain open and professional communication with staff members.
- Contribute toward Friendly House's goal of building community in NW Portland.

**Knowledge and Skills Required for the Position**

- Must hold High School Diploma or GED.
- Knowledge of basic nutrition and math skills as well as good organizational skills.
- At least one year experience cooking for groups.
- Hold a valid Oregon State Drivers License with access to a reliable personal transportation.
- Experience in record keeping and nutrition requirements.
- Some experience with preschool and school aged children preferred.
- Must pass Child Care Criminal History Registry background check.
- Hold current CPR/First Aid and Food Handlers cards.

**Interpersonal Contacts**

The Cook will interact with teaching staff as well as young children on a daily basis. Communication is key to this position.

**Job Conditions**

This job is performed at the Friendly House campus as well as local groceries and food service providers. Personal transportation is required in order to transport purchased food and supplies.

## Compensation

Starting salary is \$10.25 per hour. This is a 20-hour per week position (10am-2pm Monday-Wednesday, 8am-2pm Thursday), until June 2012, with paid vacation and sick leave. Staff training budget and paid training time. A membership to the Friendly House Adult Recreation and Education program is given to all staff members.

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COVER LETTER AND RESUME MUST BE RECEIVED NO LATER THAN THURSDAY, JANUARY 26 2012. SEND TO: FRIENDLY HOUSE, CHILDREN'S PROGRAM COOK, 2617 NW SAVIER, PORTLAND, OR 97210 OR EMAIL TO [astrom@friendlyhouseinc.org](mailto:astrom@friendlyhouseinc.org).

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## NOTICE OF NON-DISCRIMINATION

It is the policy of Friendly House, Inc. to treat all people with dignity and respect. The agency prohibits discrimination based upon race, sex, religion, creed, color, gender identity, age, national origin, marital status, pregnancy, sexual orientation, citizenship status, military service, veteran status, housing status, familial status, source of income, political affiliation, union affiliation, physical disability, mental disability or other protected status in accordance with applicable law. In addition, we shall not discriminate against minority-owned, women-owned or emerging small business.