

HOUSING AUTHORITY OF THE CITY OF EAST ORANGE

JOB TITLE: TEMPORARY CONGREGATE MEALS COOK (PART-TIME)

Job Description

The Housing Authority of the City of East Orange is currently hiring a Cook to support our Congregate Meals Program. This role is essential in ensuring that meals are prepared efficiently, safely, and to the highest standards of quality for our residents. The Congregate Meals Cook is responsible for preparing and serving meals, setting up, and cleaning up. We are seeking individuals with prior meal service experience, excellent customer service skills, the ability to work independently, and demonstrated compatibility with the Housing Authority's mission & vision. This 25-hour a week part-time position is temporary and reports directly to the FSS/Resident Services Coordinator.

Key Responsibilities and Tasks:

- Prepare and cook a variety of meals for breakfast and lunch, according to established recipes and dietary guidelines.
- Maintain a clean, organized, and sanitary kitchen at all times.
- Utilize proper knife skills and safe food preparation techniques to ensure high-quality meals.
- Collaborate with other kitchen team members to ensure smooth meal service.
- Monitor food temperatures and ensure safe food handling and storage.
- Assist in menu planning and execution of catering events.
- Monitor inventory and notify the FSS/Resident Services Coordinator of supply needs.
- Follow all food safety, sanitation, and operational procedures consistently.

Requirements:

- High school diploma or equivalent (Required)
- ServSafe Certification (Required)
- Minimum 1 year of cooking experience (Experience in assisted living or institutional kitchen preferred)
- Strong knowledge of food safety and sanitation procedures
- Basic knife skills and knowledge of cooking techniques
- Excellent interpersonal and teamwork skills
- Ability to follow directions and adapt to a fast-paced environment

Physical Requirements:

- Must be able to stand for extended periods and move quickly throughout the kitchen.
- Must be able to lift and carry up to 50 pounds without assistance (e.g., bulk ingredients, kitchen equipment).
- Ability to bend, stoop, reach, and perform tasks

Salary: \$16.00-\$18.00 per hour, commensurate with experience

To Apply: Submit resume and application to the Human Resources Department: cspivey@eoha.org.