

**NEW JERSEY ASSOCIATION ON CORRECTION  
JOB POSTING**

<b>Job Title</b>	<b>Reports to:</b>	<b>FLSA Status:</b>	<b>Department:</b>	<b>Level:</b>
<b>PART-TIME</b> Cook	Program Manager	Non-Exempt	<b>Passaic County</b> <b>Women's Center</b>	Program Support II
<b>If interested please submit your application to:</b>				
<b>Sophie Robinson, Program Manager</b> <b>Email: srobinson@njaconline.org</b> <b>Passaic County Women's Center Phone 973-881-0815 Fax 973-881-0938</b>				

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but are not limited to:

- Serve under the supervision of the Program Manager or her/his designee to carry out assigned duties relating to the planning, ordering, storing, preparing and serving of food.
- Keeps a running inventory of all food.
- Plan menus one week in advance.
- Prepare a weekly food order for review and use to purchase food based on the weekly menu.
- Maintain kitchen, clean utensils and food storage areas, maintain food in a safe and hygienic manner.
- Prepare and serve adequate, timely and nutritionally sound meals according to an assigned schedule.

**PROFESSIONAL RESPONSIBILITIES:**

- Attend and participate in staff meetings and supervisory conferences as required.
- Provide written reports as required.
- Attend and participate in staff training opportunities as required.

**QUALIFICATIONS:**

- Commitment to Association philosophy.
- Able to plan, prepare and serve a variety of adequate, nutritionally sound and appetizing meals in a hygienic and economical manner.
- Able to interact informally with residents and clients in a positive manner.
- Able to work with volunteers.
- Computer literate; Windows 95, Microsoft Office 97.
- Dependable and mature. Prior knowledge of corrections a plus.

The New Jersey Association on Correction is an Equal Opportunity/Affirmative Action Employer and will consider all qualified applicants without regard to race, color, religion, sex, national origin, lawful political affiliation or group membership, physical handicap, age, marital status, sexual orientation, prior involvement in the criminal justice system, off the job lawful activities or physical appearance.