

Organization: **Youth & Family Services (YFS)**

Department: **Nutrition**

Position: **Cook**

Status: **Full-Time**

Reports to: **Nutrition Director**

Location: **Rapid City, SD**

**Work Schedule:**

Work Days: Monday through Friday

Hours/Week: 40

Non-smoking work environment. Wage DOEQ. E.O.E.

**Benefits:** YFS strives to provide its employees with top-quality benefits. YFS employees are offered medical, dental, vision, long-term disability, and life insurance as well as multiple paid holidays, paid vacation and sick leave, 401K and retirement/pension options, discounts at select local businesses and more! Click here to view a copy of our [Benefit Synopsis](#).

**Minimum Qualifications:** High School diploma or GED required. Cooking and food service experience. Ability to work independently and deal effectively with the public. Ability to maintain confidentiality. Current liability insurance and a valid driver's license desirable.

**Essential Functions:**

- Comply with guidelines and regulations of Child and Adult Care Food Program (CACFP), Summer Food Service Program, Health Department, Fire Department, and agency policies and procedures.
- Work independently on the preparation of timely nutritious evening meals and after school snacks.
- Attentive to special diet needs, accommodations made as needed.
- Responsible for the preparation and setting up of the meals for meetings and special events.
- Ensure proper safety and sanitation procedures are followed with use of kitchen equipment, food storage, food preparation, and handling of food.
- Ensure all equipment is turned off, coolers closed, and lights off at the end of shift.
- Work cooperatively with all staff, agency programs, children, parents, cultural groups, and maintain confidentiality and respect for all individuals.
- Will assume responsibility of the Food Service Supervisor's position during his/her absence or to accommodate program needs and nutrition staff coverage.
- Supervise 4-6 Girls Inc. members who assist with the evening meal service. Instruct and monitor sanitation and food safety practices while serving food.
- Supervise community service workers, provide tasks, track hours, and ensure paperwork completed.
- Role modeling professional behavior while working with children and staff.
- Responsible for the accurate tracking of snack and supper distribution for CACFP records.
- Attend all staff meetings and trainings as requested by supervisor.
- Perform additional duties as assigned by supervisor.

**Environmental Functions:** Must occasionally travel within city limits to regular meetings and to other program sites. Ability to lift 50lbs.

**How to Apply:** For consideration, an application for employment must be submitted to the YFS Human Resource Department. Application may be downloaded at: <http://www.youthandfamilyservices.org/careers/>. Please note that resume only will not be accepted.

**How to Submit Application:**

By email

In person or by mail: Youth & Family Services, 1920 N. Plaza Blvd., Rapid City, SD 57702

Other location: One Stop Career Center

**Any questions? Call HR Team at 605-342-4195!**