



<b>Job Title</b>	<i>Kids Cafe Cook</i>
<b>Reports to</b>	<i>Outreach Program Coordinator</i>

### **Purpose**

Bayview Foundation, Inc. is a non-profit organization that provides affordable housing and community services to low income residents of all ages. Bayview is made up of Bayview Townhouses, a Section 8 project based development that includes 102 townhouse style apartments, and the International Center for Education and the Arts, a comprehensive community center. Bayview is committed to supporting families to grow and thrive through quality housing, educational opportunities, access to services and cultural and art based programs.

### **Position Summary**

The Kids Cafe Cook will be responsible for providing a nutritious meal 3x/week for all 50 of the kids registered in Bayview's Youth Programming. The Cook will need to communicate regularly with the Outreach Program Coordinator in order to plan the menu, procure their necessary supplies, and make changes as necessary. The Cook will also be in charge of maintaining cleanliness and order in the kitchen on the day of the meal.

### **Duties and Responsibilities**

- Oversees all Kid's Cafe meals including menu planning and cooking
- Follow safety and sanitary practices in the kitchen at all times.
- Assist with opening and closing procedures every day, including kitchen set up and clean up.
- Support Outreach Program Coordinator with program files, expenses, and budgets.
- Create a calendar for meals
- Develop positive relationships with community members and staff at Bayview
- Engage community members to ensure that they have a voice in meal planning
- Serve as a positive role model for elementary, middle and high school youth.
- Additional duties as assigned.

### **Qualifications**

- Bilingual in Hmong or Spanish preferred.
- Ability to prepare a nutritious meal for up to 50 people in a timely and cost effective manner.
- Good working knowledge of food production standards including sanitation and safety standards.
- Excitement and passion for working with and advocating within a community
- Dedication and commitment to social justice, racial equity and anti-racism.
- Collaborative working style with excellent communication and interpersonal skills.
- Ability to establish, maintain, and foster positive relationships
- A demonstrated ability to work independently, organize time, set priorities and take initiative.

### **Requirements**

- Ability to maintain confidentiality when working with program participants and sensitive information.
- Ability to lift up to 30 pounds.

### **Hours and Compensation**

The Kids Cafe Cook position is a 15 hrs/week position with an hourly rate of \$17-\$19 per hour based on experience and qualifications. The schedule is 1:30pm-6:30 pm Tuesday-Thursday. To apply, please email [employment@bayviewfoundation.org](mailto:employment@bayviewfoundation.org) with a resume that highlights your qualifications and type "Kids Cafe Cook" in the subject line.