



A voice and a hub for the Latino community as we advocate on behalf of our people and work to achieve social justice.

## Job Description

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Position Title: Cook-Janitor

FLSA Status: FULL TIME, non-exempt

Department: Jose Marti Child Development Centers

Reports to: Cedar Crossings Site Director – Jose Marti Child Development Centers

Pay Range: \$23.00 to \$25.00 hourly Depending on Education and Experience

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### **MISSION STATEMENT:**

As an organization grounded in the Latino community of Washington State, it is the mission of El Centro de la Raza (The Center for People of All Races) build the Beloved Community\* through unifying all racial and economic sectors; to organize, empower, and defend the basic human rights of our most vulnerable and marginalized populations; and to bring critical consciousness, justice, dignity, and equity to all the peoples of the world.

### **JOB SUMMARY:**

Responsible for the planning, preparation and serving of breakfast, lunch and snacks to the Jose Marti Child Development Center at Cedar Crossing. Following USDA guideline, orders food and insures that the kitchen is kept clean and sanitized. Works with teachers to instruct them on how to teach the children to develop good eating habits.

Works independently to provide janitorial services in common areas and classrooms.

### **ESSENTIAL QUALIFICATIONS:**

- High school diploma or equivalent experience.
- Must have formal knowledge or training in nutrition.
- A minimum of 3 years of cooking experience.
- Must have a valid Food Handler's Permit
- Must be able to write, read and communicate in English.
- Must have knowledge of USDA nutritional guidelines for pre-school children.
- Background check meeting minimum licensing requirements to work in a child-care facility.

### **Additional Preferences and Responsibilities**

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- Previous experience working in inventory and stock control.
- Previous experience in buying kitchen supplies and food for child-care facility.
- Computer knowledge of Word, Excel and the internet search necessary for purchasing.
- Previous experience in security, janitorial and maintenance.
- Certificate from a custodial or maintenance trade school
- Bilingual Spanish/English, or Mandarin/English.

**ESSENTIAL FUNCTIONS:**

- Cooks and prepares breakfast, lunch and snacks for child care and after-school programs.
- Maintains sanitary and healthy food service conditions.
- Maintains an inventory of food and related products on a weekly basis from vendors for Jose Marti Child Development at Cedar Crossing.
- Assist in maintaining order and cleanliness in the kitchen and storage areas.
- Keeps all paper products and supplies organized and locked, and separates them for various daily programs.
- Assists in keeping the stove, grill (daily), filter head (monthly) and other cooking equipment clean and in good working order including the maintenance of an equipment list.
- Responsible for production control that includes seeking cost effective prices and continually analyzing cost efficiency.
- Maintains order and cleanliness in the kitchen and storage areas in order to meet Health Department standards.
- Opens the building by unlocking and unchaining all doors and entrances.
- Prepares and submits order for all necessary food, kitchen and janitorial purposes.
- Provides janitorial services before the center opens, to include but not limited to: cleaning bathrooms, restocking toiletries, vacuuming, removing trash and recycling, and mopping.
- Takes out trash recycle and compost totes to assigned location by dumpsters for scheduled pickup.
- Performs other duties and responsibilities as assigned.

**SKILLS/TECHNICAL KNOWLEDGE:**

- Exercises initiative in independent problem solving, skillful organizing and performing multiple tasks within expected timelines.
- Demonstrates ability to maintain composure and work effectively in stressful situations.
- Ability to work cooperatively in a high volume, fast-paced environment and must be able to work well under pressure.
- Must be self-directed and able to work with all types of individuals.

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- Ability to work collaboratively and effectively with internal and external staff.
- Must perform in a professional manner at all times.
- Ability to use initiative and creativity in the preparation of meals.
- Must produce appropriate monthly reports.
- Must be cost efficient about food purchases.
- Able to maintain order and cleanliness in the kitchen areas.
- Ability to comprehend and follow specific instructions.
- Maintains a work pace appropriate to a give workload.
- Ability to make decisions without immediate supervision and/or notify supervisor if appropriate.
- Ability to perform simple to complex and varied tasks.
- Must demonstrate a strong initiative and be a team player.
- Can work on feet for long periods of time.
- Must be dependable, honest, and able to work alone.

**WORKING CONDITIONS:**

Most work is performed in a kitchen environment and in the classrooms. Typically, works a 40-hour 5-day week, but may require occasional overtime.

**PHYSICAL REQUIREMENTS:**

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead
- Ability to operate kitchen and janitorial equipment.
- Ability to support physical hygiene needs of children.
- Ability to lift up to 40 lbs.

**Equal Employment Opportunity and Accommodation Statement:**

El Centro de la Raza provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment to meet the requirements of the position. El Centro de la Raza will attempt to satisfy requests if the accommodation needed is a reasonable and no undue hardship would result.

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**Covid-19 Vaccination Requirement:**

This position is subject to the City of Seattle and/or King County requirement(s) for contractors to be fully vaccinated against COVID-19. As a public entity interacting with the public, all our staff must be vaccinated. Failure to submit proof of vaccination will result in the withdrawal of a job offer.

**El Centro de la Raza offers the following benefits to full-time staff:**

- Medical and Dental Insurance with competitive employee and family rates.
- Basic Life insurance provided at no cost to employee; option to buy up for additional coverage.
- 401(k) plan with 5% employer contribution; eligible to participate after six months of employment; eligible for employer contribution after first year of employment with El Centro.
- 12 days of sick/safe pay time each calendar year (accrued by pay period); Eligible to take accrued leave after 90 days of employment.
- 15 days of vacation accrued by pay period; start accruing upon hire; eligible to take after 6 months of employment plus a floating holiday and birthday off.
- 9 days of paid holidays have been established by El Centro de la Raza + 5 days paid time off during the last week of December.
- Employment Assistant Program for all employees our EAP offers help with mental health, stress, grief and loss, illness or trauma, relationship conflicts, financial guidance, life adjustments, and more.

To apply for this job please send your resume, cover letter and our employment application to:  
Hilda Magana, JMCD Director, [hmagana@elcentrodelaraza.org](mailto:hmagana@elcentrodelaraza.org)

Please go to the El Centro de la Raza website to download a copy of our [Employment Application](#).

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