



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:** La Cocina Cook  
**FLSA Status:** Full Time, 40 hours weekly  
**Department:** Frances Martinez Human Services Department  
**Reports to:** Raquel Garcia, Senior Hub Supervisor  
**Pay Range:** \$22.00 to 23.00 an hour

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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.

### Covid-19 Vaccination Requirement

All El Centro de la Raza employees are required to be fully vaccinated against Covid-19. Please bring your vaccination records on your first day. Failure to submit proof of vaccination will result in withdrawal of the job offer.

El Centro de la Raza will consider requests for reasonable accommodation based upon disability or religious belief. Please contact [HR@elcentrodelaraza.org](mailto:HR@elcentrodelaraza.org) for the appropriate application forms.

### JOB SUMMARY:

Prepares meals for the Senior Programs and meals as requested for meetings.

### ESSENTIAL QUALIFICATIONS:

- Develops menus that meet at least one-third of the Recommended Dietary Allowances (RDA) as established by the Food Nutrition Board for the Senior Congregate and Nutrition program.
- Cooks and prepares meals for the Senior program that meets Nutrition Program Standards including preparing culturally appropriate meals for our diverse seniors.
- Research and provide healthy recipes to Seniors that might have diabetes, high blood pressure or other health issues that require special diets.
- Ability to give healthy culturally appropriate cooking classes to participants that come to our Senior program.
- Responsible for production control that includes seeking cost effective prices and continually analyzing cost efficiency.
- Orders food, supplies, and maintains an inventory of food and related products within budget on a weekly basis for the Senior program.
- Maintains order and cleanliness in the kitchen and storage areas to meet Health Department standards.
- Keeps all paper products and supplies organized and locked and separates them for various daily programs.
- Keeps the stove, grill (daily), filter head (monthly) and other cooking equipment clean and in good working order, including the maintenance of an equipment list.
- Maintains sanitary and healthy food service conditions.
- Prepares, cooks, and supervises the preparation of food for special events held during normal business hours.
- Ensures that only authorized staff are always in the kitchen, a requirement to adhere to the safety standards dictated by the health department.

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- Follows organizational procedures for the use of volunteers in the kitchen.
- Maintains a documented system for the borrowing of kitchen utensils, etc.
- Performs other duties and responsibilities as assigned.

### **MEASURABLE STANDARDS**

- Exercises initiative in independent problem solving, skillful organizing and performing multiple tasks within expected timelines.
- 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 be able to work with all types of individuals.
- Ability to work collaboratively and effectively with internal and external staff.
- Must always perform in a professional manner.
- Ability to use initiative and creativity in the preparation of meals.
- Must produce appropriate monthly reports.
- Ensures that volunteers are oriented, supervised and welcomed in the kitchen area.
- Ability to prepare good tasting and nutritious food from scratch.
- Must be cost efficient about food purchases.
- Able to maintain order and cleanliness in the kitchen areas.

### **SKILLS/TECHNICAL KNOWLEDGE:**

- A minimum of five (5) years of cooking.
- Must have a valid Food Handler's Permit.
- Experience in preparing all types of nutritious meals.
- Knowledge of USDA nutritional guidelines.
- Computer knowledge of word, and the internet search and purchasing.

### **WORKING CONDITIONS:**

Most work is performed in a kitchen environment. Typically work a 5-day 40-hour week. Must be able to lift up to 40 pounds.

### **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 telephone, desktop and/or laptop computer.

### **NOTES AND SPECIAL REQUIREMENTS**

The above duties or working procedures describe the chief function of the job and are not considered to be a detailed description of every duty of the job. Position requires a 6-month evaluation period.

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

- Medical and dental insurance with competitive employee and family rates.
- Basic life insurance is provided at no cost to employees; option to buy up for additional coverage.
- 401(k) plan with 5% employer contribution; eligible to participants 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 + 5 days paid time off during the last week of December.
- Employment Assistant Program (EAP) for all employees, which provides help with mental health, stress, grief and loss, illness or trauma, relationship conflicts, financial guidance, life adjustments, and more

**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, and 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 would attempt to satisfy requests if the accommodation needed is reasonable and no undue hardship would result.

REV: 09/2022