



POSITION STATEMENT

Dining Services: Lead First Cook

Start Date: Immediately

OVERVIEW

Brooklyn Friends School (BFS), a thriving Preschool-12 grade school located in vibrant Downtown Brooklyn, seeks a First Lead Cook within a dynamic community of colleagues (BFS uses the all-inclusive term, colleagues, to refer to all rather than one that delineates faculty/staff). Founded in 1867, Brooklyn Friends School's pillars – diversity, equity & belonging; global social impact; and wholeness & wellbeing – serve as guideposts for our action-oriented collective work. [Our school's history](#) has been illustrious and reflective of the expansive nature of human experiences. Guided by our [mission](#), BFS provides a dynamic, diverse, and robust social/emotional environment and academic program that cultivates compassionate, intellectually curious, and confident changemakers. As a school, we affirm that human diversity includes, but is not limited to: race, ethnicity, culture, national origin, religion, gender, gender identity and expression, sexual orientation, age, socioeconomic class, family structure and physical ability, as well as diversity of thought, talents, and learning style. Brooklyn Friends School does not discriminate based on these characteristics or any characteristic prohibited by law and provides reasonable accommodations to otherwise qualified colleagues and applicants. If you need an accommodation related to any part of the hiring process, please send an email to hiring@brooklynfriends.org.

[This short video](#) gives you a glimpse into our contemporary experience.

THE POSITION

The Lead First Cook is a vital part of the Dining Services team at Brooklyn Friends School. The Lead First Cook will support lunch service for Brooklyn Friends School students and colleagues daily and catering service for special events. This role is a 10-Month position and the hours for this role are anticipated to be Monday to Friday 7:00 a.m. - 3:00 p.m. with nights and weekends on an as needed basis.

This position reports to the Director of Culinary Services and Associate Director of Culinary Experience and Vision.

Primary Responsibilities Include:

- Prepare and cook soup and hot entree for daily lunch, according to the Associate Director of Culinary Experience instructions and recipes
- Assist in gathering ingredients from dry storage and walk-in refrigerator and freezer for the day's menu
- Report any problems with food or other ingredients to the Associate Director of Culinary Experience
- Adjust the menu according to instructions provided by the Associate Director of Culinary Experience



- Serve lunch, alongside other Dining Services colleagues
- Maintain a clean, sanitary, and orderly hot food station before and during lunch service
- Ensure appropriate safe food handling
- Delegate production jobs to dining services colleagues as needed
- Assist Dining Services colleagues in the proper cleaning and sanitation of the kitchen and all related kitchen equipment
- Cut proteins and vegetables in preparation for the next day's menu
- Prepare food for the next day's menu, when applicable
- Assist with the preparation and delivery of food and related items for catered events
- Be familiar with each week's lunch menu, including necessary ingredients. Inform Associate Director of Culinary Experience when inventory needs to be ordered.
- Perform other kitchen duties as assigned by the Associate Director of Culinary Experience

Qualifications and Characteristics Sought:

- Culinary degree preferred; minimum High School Diploma or equivalent
- Minimum of 3 years food service experience
- Food Handlers Certification required
- Ability to ensure compliance with NYS Health Department requirements for clean kitchen and storage
- Ability to understand verbal instructions.
- Ability to understand written communications.
- Ability to read, understand, follow, and enforce safety procedures
- Ability to lift heavy objects.
- Ability to work in a team environment to achieve specified standards.
- Able to adapt to an ever-changing work environment.
- Collegiality, approachability, flexibility, and adaptability
- Commitment to consistently providing a high standard quality of work.
- Respect and value the experiences, ideas, and backgrounds of others.
- Willing to undertake any required training.
- Prior experience in a school or on the line position preferred

Physical Requirements:

- Moderate physical activity required: lifting, pushing, or pulling required of objects up to 50 pounds. Includes, but not limited to, milk crates, frozen foods, canned food, etc.
- Ability to stand for extended periods of time
- Work environment may involve exposure to hazards or physical risks, which require basic safety precautions.
- Must be able to work in areas where occasionally moderate exposures to unusual elements, such as extreme temperatures, fumes, smoke, unpleasant odors, and/or loud noises.
- Must be able to stand, bend over, twist and reach to access shelves and workstation spaces.
- Must be able to work in spaces without heat or air conditioning, and which are subject to variable temperatures and humidity.



Union Status: Union

Salary Range: \$27.50 - \$29.00 per hour

This salary range represents the expected hourly rate of pay for this position.

- Benefits: Colleagues may be eligible to participate in employment benefits including, but not limited to, health insurance, dental insurance, vision insurance, 403(b) retirement plan, life insurance and long-term disability insurance. Benefits are subject to change at any time and are subject to applicable plan documents.

To apply, please provide the following:

1. Cover letter addressed to Journey Vital, Associate Director of Culinary Experience and Vision punctuating your interest and experience.
2. Resume
3. List of three references (with emails, phone numbers, and relationship to you). References will not be contacted without candidate knowledge and consent.
4. Completed [online application](#)

Please email the above attachments (if possible as a single PDF) to hiring@brooklynfriends.org and put Lead First Cook in the subject line. Qualified candidates will be contacted after materials have been reviewed.