



**BOYS & GIRLS CLUBS**  
OF SPOKANE COUNTY

**Title:** Cook/Nutrition Specialist  
**Supervisor:** Clubhouse Director  
**Status:** Hourly, Non-Exempt employee  
**Hours:** 3-8 hours/day, shift dependent on season and Clubhouse needs  
**Salary:** from \$16.50/hour  
**How to apply:** Please email completed application (<https://www.bgcspokane.org/employment>), cover letter and resume to the Programs Manager: Marcy Mastel [mmastel@bgcspokane.org](mailto:mmastel@bgcspokane.org)

#### **Job Summary:**

The cook's primary responsibility is to prepare nutritional meals for Club members daily while maintaining a presentable and sanitary kitchen area. This includes cleaning all dishes and kitchen utensils, sweeping the kitchen area and disinfecting all items and surfaces used in meal preparation and serving. The cook is responsible for executing the Club meal rotation, following the guidelines and reporting duties required by the USDA At Risk Afterschool Meal and/or Summer Food Service Program, and assisting with the weekly food order. The cook shall also be expected to be energetic while serving as a positive role model for all Club members.

#### **Minimum Qualifications:**

- High school diploma or GED equivalent.
- Valid Food Handlers Permit
- Certification in First Aid/CPR
- Experience in working with children.
- Commitment to be part of an environment that encourages member interaction and engagement, recognizes youth for their accomplishment, and promotes relationships through the facilitation of recreational and educational programs.
- Minimum age of 18.

#### **Desired Qualifications:**

- Experience in a commercial kitchen, including menu planning and ordering
- ServSafe Manager certification
- Boys & Girls Club knowledge/experience.
- Minimum age 21 years (extension site meal delivery)

#### **Required Skills/Knowledge:**

- Support the mission and goals of the Boys & Girls Clubs of Spokane County.
- Serve as a positive adult role model in behavior and attitude.
- Strong sense of how to manage a commercial kitchen.
- Ability to be flexible and adaptable.
- Ability to understand and apply directions quickly.
- Ability to communicate clearly and professionally with participants, parents/guardians, staff and vendors as needed.
- Understand the developmental need of youth.
- Strong communication skills; both verbal and written.



**Physical Aspects of the Position:**

- The mobility to see, hear, sit, mobility to stand, walk, reach and bend, twist, stoop, able to lift at least fifty pounds; hand dexterity to grasp small objects.
- Endurance to maintain consistent and effective supervision of members with enthusiasm.
- May be required to stand for long periods of time.

**Working Conditions:**

The cook shall spend time at his/her assigned Clubhouse with responsibilities for an assigned youth and/or area in order to prepare and serve meals and snacks for Club members. Working hours may vary depending on activities and events. During the school year, hours may be weekdays between 1:00p.m.- 6:00p.m. During the summer hours may be weekdays between 8:00a.m. and 3:00p.m.

**Essential Duties:**

Operate and manage the Clubhouse food service area:

- Daily planning and preparation of nutritionally balanced meals
- Preparing daily snack for staff distribution
- Follow USDA food program guidelines (similar to a school meal program)
- Maintaining a sanitary and clean kitchen environment
- Maintain an inventory of all kitchen product, equipment, etc.
- Assist with weekly food orders
- Maintain accurate daily and monthly records of meal counts

**Additional Responsibilities:**

- Maintain positive, friendly and professional interactions with Club members, employees and cooperating organizations.
- Assist with daily set-up and clean-up.
- Participate in scheduled staff trainings and meetings.
- Adhere to Clubhouse safety guidelines to ensure the health and safety of members and staff.
- Assist members in an emergency.
- Assist in completing reports needed.
- Participate in special programs and/or events when assigned.
- Additional duties as assigned.

**Disclaimer:**

The information presented indicates the general nature and level of work expected for the described position above. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. Rather, they are intended only to describe the general nature of the job.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_