



Assistant Cook Floater

Union Settlement Association, Inc.

New York, NY 10029

Other

Full-time

Onsite

\$18.00 - \$18.00 an hour

Posted on May 4, 2026

Organization Statement

Organizational Summary

Union Settlement is an East Harlem based nonprofit organization founded in 1895. For 131 years, Union Settlement has provided critical and innovative programming to children, youth, families, and older adults. As a pioneer of the settlement house movement, Union Settlement continues to meet the needs of the ever-changing East Harlem community through its core programs. Through these programs, New Yorkers gain opportunities, develop skills, and become empowered to pursue and achieve their dreams.

Today, Union Settlement provides services through 33 program sites in approximately 26 locations. Union Settlement's current programmatic portfolio includes 8 core program areas: Early Childhood Education, Youth Services (including after school programs), Family Services (including the Family Enrichment Center and the Family Childcare Network), the East Harlem Community Partnership, Adult Education, Mental Health Services, Older Adult Centers, and Economic Development. Union Settlement serves more than 10,000 individuals and nearly 1,000 businesses every year.

Strengthened by a dynamic, diverse, and collaborative workforce of more than 350 employees, Union Settlement also serves as a connector, convener, and advocate for East Harlem and its partners. To learn more about Union Settlement, visit www.unionsettlement.org

Job Description

Position: Assistant Cook Floater

Department: Early Childhood Education

Reports to: Education/Site Director

Hours: Full-time

Salary: \$18.00 per hour

FLSA: Non-Exempt

Location: On-Site

Position Summary:

The Assistant Cook shall perform the general duties under the supervision of the Director, and when assigned to food service responsibilities, under the supervision of the Cook. The Assistant Cook performs functions related to housekeeping, food service, and maintenance and distribution of supplies. In addition, the Assistant Cook will accept training related to food preparation and cooking so that he or she may substitute for the Cook as needed. The position also requires flexibility to support food service operations across multiple sites as needed.

Responsibilities

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- Assist Cook in preparing food, as needed.
- Arrange tables for lunch and snack times, in accordance with the needs of the children's groups.
- Distribute dishes, cutlery, and food to children.
- Clean prep areas before and after meal and snack times.
- Wash dishes and utensils according to sanitary practices.
- Remove kitchen garbage to outside receptacles and clean containers.
- Assist in maintaining inventory of food and utensil supplies.
- Provide coverage and support at multiple sites, as needed, to ensure continuity of food service operations.
- Additional duties as assigned by Educational Director.

Qualifications

Qualifications:

- High school diploma or GED.
- Valid NYC Food Handler's Certificate.
- Demonstrated experience in food service.
- Demonstrated experience in maintaining an inventory of supplies.
- Ability to maintain cooperative relationships with staff and children.
- Excellent organizational ability and interpersonal skills.

C O R E C O M P E T E N C I E S

- **Leading Others:** Creates a sense of urgency throughout the organization on the importance of achieving outcomes. Inspires, influences, and enables team members to reach their goals
- **Facilitating Change:** Approaches challenges with creativity and flexibility. Demonstrates analytical thinking. Guides change to meet Union Settlement's goals.
- **Managing Performance:** Evaluates and revises goals semi-annually with the team. Provides consistent supervision and documents performance highlights and concerns
- **Applying and Developing Expertise:** Embraces and leads the team to achieve milestones. Seeks and supports professional development opportunities for team members. Manages finances and budgets effectively
- **Communicating and Collaborating:** Listens well and actively engages with others with honesty and integrity and holds team accountable to the same standard

Union Settlement's Diversity, Equity & Inclusion Commitment

Union Settlement is an equal opportunity employer. They do not discriminate on the basis of race, color, religion, marital status, age, national origin, physical or mental disability, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** Highschool Graduate or GED

Application Instructions

Please apply using application link: [Employment Opportunities | Union Settlement](#)

Language Requirements

English

Source URL: <https://earlychildhoodny.org/cdsc/job.php?job=5529>