



JOB POSTING

COOK/CHEF

A BETTER CHANCE (ABC) PROGRAM, WINCHESTER MA

Hours: 4 hours/day, approximately 3-7PM, Monday through Thursday; the position typically runs during the school year (September to June), excluding any school vacations.

Job Context:

A Better Chance (ABC) is a national non-profit organization that provides academically talented minority scholars with an opportunity to attend outstanding public and private secondary schools throughout the United States. A Better Chance of Winchester is a chapter of ABC, and is affiliated with Winchester High School. Seven male scholars are enrolled in the Winchester program for the school year 2017/2018. ABC scholars live together with the Resident Director family and House Tutor in the ABC residential house, close to Winchester High School.

Job Responsibilities:

- Prepare weekly menus of healthy, tasty meals in coordination with Resident Directors, and with input from scholars
- Prepare shopping list for food items needed to cook meals and any other items in low supply in the kitchen; Cook may share food shopping with Resident Directors at Resident Directors' discretion
- Cook dinner for students, Resident Directors, any RD children, House Tutor, and house guests – Monday through Thursday at the same designated time when school is in session; timeliness is important so that the students' after dinner chores to not interfere with tutors, homework, etc.
- The cook may bake/prepare afternoon snacks pre-approved by RDs
- Wash and clear pots, pans, and dishes after cooking
- Support Resident Directors as needed in other tasks related to cooking, meal preparation, and kitchen cleanliness, including a weekly clean-out of refrigerators
- Create a homey, welcoming kitchen environment for house residents and guests

As a general guideline for the ABC Cook, dinners should include:

- A variety of vegetables and fruits
- A variety of grains
- Red meat no more than 1x/week
- Reduced-fat dairy products, legumes, skinless poultry and lean meats when possible

And limit:

- High calorie, low-nutritious foods like soft drinks and candy
- Food high in saturated fat, trans-fat, and cholesterol

Key Skills and Attributes:

- Proven ability to cook tasty food for a crowd (12+) on a regular basis
- Warm personality, with excellent interpersonal skills
- Enthusiasm for the ABC program
- Reliability, maturity, common sense and good judgment
- Unquestionable integrity
- Team player

Experience and Education:

- One year+ experience with cooking for a crowd
- Multi-cultural experience a plus

Salary:

\$24/ hour (~\$96/day for cooking). In addition we will pay for a maximum of 2 hours per week for grocery shopping (an additional \$48 / week). No additional benefits

Other terms and conditions:

Satisfactory background check, per ABC policy, through www.mybackgroundcheck.com

APPLICATION PROCESS:

Interested applicants should submit resume and cover letter to: jobs@winchesterabc.org

For more information about the Winchester ABC Program, visit our website at:

www.winchesterabc.org