



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

Job Title: **Cook**

YMCA: MetroWest Y Framingham Branch

FLSA Status: Part Time Hourly

Department: Nutrition

Reports to: Food Service Director

Revision Date: March 2026

### **POSITION SUMMARY:**

The MetroWest YMCA is looking for an innovative cook to join our team. This cook position is responsible for enhancing flavor, creativity of menus, and elevating from scratch cooking method with locally procured foods. We strive to produce healthy, scratch made meals for young children, school-aged children, teenagers as well as the general public in our café and catering services. Ensures that all food is prepared and packaged with accuracy, efficiency, and in a timely manner. Ensures that the Child and Adult Care Food Programs (CACFP), Summer Food Service Program (SFSP), National School Lunch Program (NSLP), Changemaker Café, and catering operations have access to healthy food during program hours and support healthy eating practices across the MetroWest YMCA.

### **OUR CULTURE:**

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

### **ESSENTIAL FUNCTIONS:**

1. Improve the quality of food served through attention to detail, knowledge of flavors, presentation, and quality of ingredients utilized.
2. Work in collaboration with lead cook and food service director to ensure all food is cooked in a timely manner, and in accordance with local and state food safety practices.
3. Operate and maintain all commercial kitchen equipment and follow preventative maintenance plan for kitchen equipment.
4. Serve as a mentor and oversees other part-time staff and youth in the kitchen when Food Service Director is unavailable
5. Familiarize self with CACFP, SFSP, NSLP and Healthy Eating & Physical Activity (HEPA) standards to ensure compliance with all meal patterns.
6. Maintain and ensure compliance with all Food Handlers Regulations and requirements.
7. Defrost freezers and clean and disinfect refrigerators, coolers, stove, oven, counters, and other kitchen equipment regularly.
8. Ensure cleanliness of kitchen space including dish washing and daily maintenance
9. Discard spoiled or old food and take out the garbage.
10. Responsible for opening or closing the kitchen daily, depending on staffing patterns and events taking place each day
11. Maintain positive communications with all staff, community partners and YMCA members
12. Greet customers, prepare and serve food and beverages, and keep food at proper temperatures, practicing portion control.
13. Report to supervisors on any unsafe conditions and defective equipment.
14. Maintain knowledge of association policies and procedures, risk management, safety practices and applicable laws.
15. Lead by example always. Interact with a high level of professionalism and accountability.
16. Attend staff meetings and trainings as required.
17. Perform other duties as assigned.

### **OTHER DUTIES AND RESPONSIBILITIES:**

1. Maintaining a clean, well-groomed appearance while on duty and keeping in compliance with the Association and Department Dress Code Policy

2. A continued commitment to member satisfaction by ensuring excellent Member Experience
3. Maintaining the safety of all members and staff by identifying and correcting risk situations, writing incident reports, etc.
4. Ensuring the overall cleanliness of the facility
5. A commitment to Diversity and Inclusion

**REQUIREMENTS:**

1. 18 years of age with experience in a food service environment.
2. ServSafe Food Handlers Certification and Allergy Awareness Certification
3. Pleasant manner and ability to work with others.
4. Familiarity with office and kitchen equipment.
5. Exhibit strong leadership skills; possess a passion for member service, building and maintaining a culture of member service excellence
6. Acquire and maintain the following certifications: CPR Pro/AED/O2 & First Aid

**ABUSE RISK MANAGEMENT:**

Employees who directly supervise youth will:

- Adhere to policies related to boundaries with youth.
- Attend required abuse risk management training.
- Adhere to procedures related to managing high-risk activities and supervising youth.
- Report suspicious or inappropriate behaviors and policy violations.
- Follow mandated abuse reporting requirements.

**LEADERSHIP COMPETENCIES:**

- Communication & Influence
- Inclusion
- Emotional Maturity

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee is required to stand for long periods of time and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_