



*IBA empowers individuals and families to improve their lives and achieve socioeconomic mobility through high-quality affordable housing, education, financial and resident empowerment and arts programs.*

We are looking for:

**Early Education**

**Part-Time Assistant Cook**  
(Part-Time)



### This position is for you if you:

- ▶ Want to be part of a mission-driven organization serving the needs of Boston's Puerto Rican and a globally diverse community.
- ▶ Have prior food service experience
- ▶ ServSafe Certified
- ▶ Enjoy working with children.
- ▶ Are Spanish / English bilingual
- ▶ Have a passion for cooking
- ▶ Want to be part of a mission-driven organization
- ▶ Have a flexible schedule

## ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Prepare children's daily meals. Breakfast, lunch and afternoon snacks.
- Maintain kitchen and related equipment safely and hygienically.
- Order food and supplies.
- Dispense and store medication, as requested.
- Complete timely and accurate documentation according to KinderCare Education and other licensing or regulation requirements.
- Help with and take responsibility for other daily center duties, as needed.
- Support and partner with center staff and leadership to help achieve program goals.
- Understand the needs of children with food allergies and the proper food storage and methods to avoid cross contamination.
- Follow nutritious menus and prepare sufficient quantities for center population.
- Participate in IBA's annual events i.e. Three Kings Day, Membership Drive, Festival Betances and other community events.
- Other duties, assigned as needed.

## GENERAL COMPETENCIES AND QUALIFICATIONS REQUIREMENTS

- ▶ Must meet CORI requirement
- ▶ Experience in food service, ideally in a school setting.
- ▶ SafeServe certification required
- ▶ Certified in First Aid and CPR for children
- ▶ Computer literate
- ▶ Spanish / English bilingual spoken and written
- ▶ Physically able to lift up to 40 pounds
- ▶ Good moral character, mature judgment and strong sense of responsibility and dedication
- ▶ Customer service oriented
- ▶ Able to work flexible schedule
- ▶ Ability to work past 25 hours if necessary
- ▶ Ability to open/close at anytime
- ▶ EEC requirements and certifications

## COMPENSATION AND BENEFITS

IBA is proud to offer very competitive starting pay of \$22.00 an hour, commensurate with experience, and a robust benefit plan that includes an 80/20 premium cost share for comprehensive health, dental and vision insurance; a generous HRA provided by the company (\$9,100 or \$18,200 based on single and family coverage) and other built in supports that significantly reduces or eliminates out of pocket medical expenses. We offer a 403b plan with annual employer contribution, generous paid time off.



### Work Culture:

IBA is located in Boston's historic South End in an ethnic and culturally rich Latinx community. IBA management and staff represent the community as majority Spanish bilingual. Our commitment to inclusion, equity and empowerment is inherent in IBA's mission, imbedded in our values and demonstrated in the ways we work together to achieve mission impact and outcome goals.

**To apply please submit a  
resume and cover letter to:**

**Organization:** Inquilinos Boricuas en Acción, Inc.

**Location:** Boston, MA

**FLSA Classification:** Non - Exempt

**Supervisor:** Early Education Program Director

**[ibaboston.isolvedhire.com](http://ibaboston.isolvedhire.com)**



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As an EOE/AA employer, IBA will not discriminate in its employment practices due to an applicant's race, color, religion, sex, national origin, sexual orientation, gender identification, veteran, or disability status.