

**HOUSING AUTHORITY OF GLOUCESTER COUNTY**

100 POP MOYLAN BLVD., DEPTFORD, N. J. 08096

856-845-4959 x217

**NOTICE OF JOB POSTING**

April 9, 2025

**JOB CLASSIFICATION (TITLE):** **COOK OR SENIOR COOK**

**NO. OF POSITIONS AVAILABLE:** 1 – Full-time position

**SALARY/WAGE RATE:** **COOK:** \$ 17.00 – 28.79  
**SENIOR COOK:** \$ 19.51 – 29.18  
72 hours bi-weekly  
Based on experience and knowledge

**HOURS:** Monday through Friday schedule with either Monday or Friday off, work 4 days at 9 hours a day, OR work 5 days at 7.20 hours per day.  
**Occasional overtime and on-call as needed**

**LOCATION:** All HAGC & GHA owned and managed properties  
As assigned

**JOB DESCRIPTION:** SEE ATTACHED

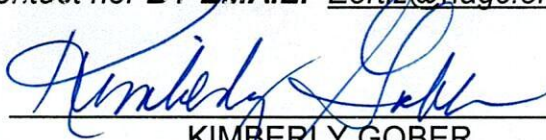
**SPECIAL REQUIREMENT:** Must have proven skills related to job applying for. Must have valid N.J. driver's license and own transportation. Must certify that you have not been convicted of a controlled dangerous substance (illegal drug) or convicted of any crime other than minor traffic violations.

**\*\*Drug screening and background check required.**

**\*\*\*Applicant must meet and be able to perform job requirements as stated on the attached job description.**

**PROCEDURE TO APPLY:** If you have not yet completed an HAGC employment application, please do so and return it to Elida Ortiz, Human Resource Director by **4:00 p.m. on Friday, April 11, 2025 OR contact her BY EMAIL: [Eortiz@hagc.org](mailto:Eortiz@hagc.org) BY PHONE: 856-845-4959 x217.**

Signed:



KIMBERLY GOBER  
EXECUTIVE DIRECTOR

Signed:



ELIDA ORTIZ  
HUMAN RESOURCE DIRECTOR

*The Housing Authority of Gloucester County is an Equal Opportunity Employer*

Job No. 37  
Employee: \_\_\_\_\_

HOUSING AUTHORITY OF GLOUCESTER COUNTY

CONGREGATE SERVICES PROGRAM  
COOK

Job Description

DESCRIPTION:

Under supervision, plan, procure, store, prepare, serve, and clean up as required for the food services program.

REPORTS TO: Affordable Housing Operations Director  
Congregate Services Coordinator

WORKS WITH: Congregate Aides, Building Superintendents, Building Maintenance Workers, and all others as assigned

SUPERVISES: No-one, as assigned

RESPONSIBILITIES/EXAMPLES OF WORK:

Prepare menus in accordance with instructions from Congregate Services Coordinator; procure food from various suppliers as directed; store foods and other supplies; prepare and serve food; clean up after meals have been served; leave kitchen and dining area in neat and clean condition. Pack, transport and deliver food items to various sites and correctly store same. Prepare meals in advance for scheduled vacation time and holidays. Maintain congregat kitchen and food preparation in compliance with NJ and Gloucester County Department of Health Guidelines; perform duties of Congregate Aide, as assigned. Other duties, as assigned.

REQUIREMENTS:

1. Graduation from high school or vocational/technical high school or possession of an approved high school equivalency certificate.
2. Ability to read, write, speak and understand English sufficiently to perform the duties of this position and to communicate effectively both verbally and in writing, using correct spelling and punctuation.
3. ServSafe Certification is required, or able to obtain during 90-day probationary period. Must renew and keep up to date.
4. At all times, maintain confidentiality in the handling of resident, Authority documents, etc.

5. Knowledge of the equipment used, methods and practices and of occupational hazards, if any, and safety precautions of the work being performed.
6. Ability to understand, remember and carry out verbal and written instructions, to learn quickly from verbal and written explanations and from demonstrations, to take needed safety precautions in performing the work, and to take care of equipment, materials and supplies.
7. Experience in large quantity food preparation.
8. Knowledge of and experience in food planning and preparation, shopping within budgetary limitations for quasi-institutional setting.
9. Knowledge of acceptable practices in cleanliness in the preparation and serving of food and the necessary clean-up process. Familiar with State Health Department regulations.
10. Willingness to be flexible in work assignments and accept assignments, from time to time, at more than one location owned and managed by the Housing Authority of Gloucester County.
11. Willingness to act as a temporary "fill-in" employee for various positions, including performance of functions not listed herein, during the temporary absence of employee.
12. Willingness to assume other responsibilities and duties as assigned.
13. Ability to work harmoniously with fellow employees, residents, applicants, landlords and/or prospective landlords, and contractors and to work harmoniously with associates, supervisors and all others with whom one comes in contact while performing the duties of this position.
14. Willingness to attend training sessions in job-related classes paid by the Authority.
15. Be able to lift and move product, etc. weighing up to 50 pounds.
16. Have and maintain a valid New Jersey driver's license.
17. Willing to use personal vehicle with mileage reimbursement, as necessary.
18. Be in good health and free from any disabling physical and mental defects which would impair the proper performance of the required duties, or which might endanger the health and safety of oneself or others

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Job No. 46  
 Employee \_\_\_\_\_

HOUSING AUTHORITY OF GLOUCESTER COUNTY

CONGREGATE SERVICES PROGRAM  
 SENIOR COOK

Job Description

Description:

Under supervision, plan, procure, store, prepare, serve and clean up as required for the food services program.

Reports To: Congregate Services Coordinator

Works With: Congregate Aides and all others as assigned

Supervises: No One; is the lead employee in food service and as assigned to work with other congregare services employees.

RESPONSIBILITIES/EXAMPLES OF WORK:

Prepare menus in accordance with instructions of program Coordinator; procure food from various suppliers if instructed to do so; store foods and other supplies as instructed; prepare and serve food; clean up after meals have been served; leave kitchen and dining area in neat and clean condition. Serve food as required. Pack, transport and deliver food items to various sites and correctly store same. Prepare meals in advance for scheduled vacation time and holidays.

Reschedule Congregate Aides' schedules when Congregate Coordinator is out of the office or on vacation. Be on call for weekend duty when Congregate Coordinator is not available on weekends or is on vacation. Delegate tasks to Congregate Aides when Congregate Coordinator is not available.

REQUIREMENTS:

1. Graduation from high school or vocational/technical high school or possession of an approved high school equivalency certificate.
2. Have five or more years of experience in food planning and preparation with knowledge of State Health Department regulations, etc.
3. Ability to read, write, speak and understand English sufficiently to perform the duties of this position and to communicate effectively both verbally and in writing, using correct spelling and punctuation.
4. ServSafe Certification is preferred, or be able to obtain during 90-day probationary period. Must renew and keep up to date.

5. At all times, maintain confidentiality in the handling of resident, Agency documents, etc.
6. Knowledge of the equipment used, methods and practices and of occupational hazards, if any, and safety precautions of the work being performed.
7. Ability to understand, remember and carry out verbal and written instructions, to learn quickly from verbal and written explanations and from demonstrations, to take needed safety precautions in performing the work, and to take care of equipment, materials and supplies.
8. Experience in large quantity food preparation.
9. Knowledge of and experience in food planning and preparation; shopping within budgetary limitations for quasi-institutional setting.
10. Knowledge of acceptable practices in cleanliness in the preparation and serving of food and the necessary clean-up process. Familiar with State Health Department regulations.
11. Willingness to be flexible in work assignments and accept assignments, from time to time, at more than one location owned and managed by the Housing Authority of Gloucester County.
12. Willingness to act as a temporary "fill-in" employee for various positions, including performance of functions not listed herein, during the temporary absence of employee.
13. Willingness to assume other responsibilities and duties as assigned.
14. Ability to work harmoniously with fellow employees, residents, applicants, landlords and/or prospective landlords, and contractors and to work harmoniously with associates, supervisors and all others with whom one comes in contact while performing the duties of this position.
15. Willingness to attend training sessions in job-related classes paid by the Agency.
16. Be able to lift and move product, etc. weighing up to 50 pounds.
17. Have and maintain a valid New Jersey driver's license.
18. Willing to use personal vehicle with mileage reimbursement, as necessary.
19. Be in good health and free from any disabling physical and mental defects which would impair the proper performance of the required duties, or which might endanger the health and safety of oneself or others

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.