Lenox Hill Neighborhood House, widely recognized as one of New York’s premier human services providers, is a 127-year-old settlement house that provides an extensive array of effective and integrated services—social, educational, legal, health, housing, mental health, nutritional and fitness—which significantly improve the lives of 16,000 people in need each year, ages 3 to 103, on the East Side of Manhattan. Our clients include older adults, homeless and formerly homeless adults, children and families, recent immigrants, disabled persons, adult learners and more. For more information on Lenox Hill Neighborhood House, please visit our website at www.lenoxhill.org and check us out on Facebook or Instagram.

Lenox Hill Neighborhood House’s model farm-to-institution program serves 400,000 fresh, healthy and delicious meals a year to thousands of low-income New Yorkers. We use more than 90% fresh produce and serve 70,000 pounds of locally sourced produce and grains each year. For many of our clients, Lenox Hill Neighborhood House is their primary source for meals. Our kitchen is open 365 days a year, preparing and serving breakfast, lunch, dinner and snacks to the 3–5-year-old students in our Early Childhood Center, the 5-11-year-old children in our after school program and summer camp, the women in our Mental Health Shelter and the older adults whom we serve in our two Senior Centers.

We are looking for a Baker to help take our program to the next level. The ideal candidate will have experience and interest in whole grain and/or sourdough production. The Baker’s primary responsibilities are to ensure that all baked goods are prepared accurately according to the menu and reflect the appropriate quantity. The Baker is also responsible for recipe compliance, consistency and production; quality assurance; and review of daily activities and future menu functions.

**Responsibilities** include, but are not limited to, the following:
- Production of breads, rolls, muffins and other baked goods
- Accurately scale recipes and track production needs
- Assist in development of recipes in compliance with NYC Food Standards nutrition requirements
- Oversee accurate record keeping of food production and inventory
- Ensure that proper sanitation and cleaning schedules are adhered to
- Maintain compliance with all food handling procedures, including those of the Department of Health as well as those of the Neighborhood House
- Adhere to departmental dress code
• Maintain composure and work effectively under stressful conditions

In addition to the above, the Baker will perform other related duties incidental to the work described herein as assigned by the Executive Chef.

**Hours of Operation:** The Baker will work a full-time 35-hour week; weekdays, weekends and holidays as needed. The schedule will vary to ensure the best coverage of food services functions.

**To Apply:**
Interested applicants should send a cover letter and resume to baker@lenoxhill.org. Applications will be accepted on a rolling basis until the position is filled. No telephone calls please.

At Lenox Hill Neighborhood House we value respect, integrity, diversity, and integrity. We are an equal opportunity employer. Lenox Hill Neighborhood House prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. Lenox Hill Neighborhood House conforms to the spirit as well as to the letter of all applicable laws and regulations. The policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between Lenox Hill Neighborhood House and its colleagues.