



Native American Youth and Family Center

5135 NE Columbia Blvd, Portland, OR 97218 | p 503.288.8177 | f 503.288.1260 | nayapdx.org

The Mission of NAYA Family Center is “...to enhance the diverse strengths of our youth and families in partnership with the community through cultural identity and education”.

Position Description

Position:	Preschool Cook
Department/Program:	Family Services, Early Childhood
Compensation:	\$20 - \$23 / Hour
Benefits:	Medical, dental, vision and life insurance and flexible spending accounts. 401K retirement plan and match up to 6%. 16 paid holidays, sick and vacation accrual with vacation accrual increasing with tenure.
Employment Status:	Regular, 0.75 Full Time Equivalency (about 32 hours a week), non-exempt
Supervision:	No supervisory requirements
Reports To:	Early Childhood Services Manager
Job Location:	Chaku Kumtuks Illahee – 5560 NE 42 nd Ave, Suite 100, Portland, OR, 97218
Created/Revised:	May 2026

Position Description:

The Preschool Cook is responsible for planning, preparing, and serving nutritious meals for approximately 40 children, ages 6 weeks to 5 years old, in accordance with CACFP requirements and early childhood nutrition standards. This position combines hands-on cooking with administrative responsibilities, including menu planning, meal production records, ordering, inventory, and compliance documentation. The Preschool Cook is also responsible for keeping the kitchen clean and sanitary according to the rules of the Child and Adult Care Program at Multnomah County Environmental Health and the Department of Early Learning and Care.

The ideal candidate is committed to providing high-quality, culturally grounded meals in a warm, supportive environment that honors First Foods, Native values, family needs, and trauma-informed practices.

Essential Functions:

Meal Preparation and Kitchen Operations:

- Prepare daily breakfast, lunch, and two snacks following CACFP meal patterns for infants, toddlers, and preschoolers.
- Adapt recipes to meet cultural food practices, children’s dietary needs, and developmental appropriateness.
- Ensure safe food handling, kitchen sanitation, and proper use of commercial kitchen equipment.
- Maintain a clean and organized kitchen, storage, and food-prep environment.
- Support special event meal preparation as needed.

Administrative and Compliance Responsibilities:

- Develop monthly menus that meet CACFP guidelines; submit menus and revisions as required.
- Complete all CACFP documentation, including meal production records, attendance, menu changes, and required reports.
- Prepare compliance documentation for ODE, Multnomah County, USDA, and other regulatory agencies.
- Conduct internal audits to ensure adherence to food safety, sanitation, and CACFP regulations.
- Track food purchases and maintain budget oversight.

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- Order food and supplies; maintain accurate inventory and proper food storage.
- Participate in required state, federal, and agency trainings.
- Maintain confidentiality and accurate data entry within agency systems.

Additional Duties:

- Other duties as assigned by Supervisor and/or Center Director
- Maintain positive, culturally respectful relationships with families, staff, vendors, and community partners.
- Support recycling and composting efforts in alignment with program sustainability practices.
- Participate in cross-departmental meetings and contribute to overall program goals.
- Perform other duties as assigned to support center operations and community wellbeing
- Additional NAYA Family Center Duties:
 - Understand and adhere to confidentiality
 - Coordinate wraparound services effectively with other NAYA Family Center programs and staff
 - Input data, and maintain NAYA and/or contractually required information database systems to track client information
 - Includes entering client data, assisting and/or preparing periodic reports
 - Database examples include but are not limited to: Efforts to Outcome (ETO), Counselor Max, SAGE Fund Accounting, Raisers Edge, etc.
 - Participate in trainings and/or meetings to ensure program outcomes are achieved
 - Represent NAYA with the utmost professionalism at community events and other public relations opportunities
 - Work as an active member of departmental team
 - Participate actively in cross-departmental team projects
 - Contribute to fostering a safe and secure environment for community members and staff

Qualifications:

Education & Training:

- High School Diploma required, Culinary Arts degree or equivalent experience preferred.
- Knowledge of Native American history, cultural diversity, and urban Native experiences required.
- Experience with early childhood programs or CACFP strongly preferred Knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the Urban Indian experience required

Certifications/Credentials:

- Certification (or ability to certify) and ability to maintain certification as Oregon Food Handler's Card
- Certification (or ability to certify) and ability to maintain certification in Cardiopulmonary Resuscitation (CPR), 1st Aid and Automatic External Defibrillator (AED)

Experience:

- Experience working within diverse populations (specifically with the urban and reservation Native American population, including working within a tribe, board, or other organization) strongly preferred
- 5+ years culinary experience, including large-batch cooking.
- 2+ years kitchen management or food service leadership preferred.
- Experience with CACFP meal pattern compliance and report writing required.
- Experience working with diverse communities, especially Native American/Alaska Native families, strongly preferred.

Skills:

- Strong knowledge of commercial kitchen operations, sanitation, and safety.
- Ability to adjust recipes for varying batch sizes and developmental nutrition needs.
- Excellent verbal and written communication skills.

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- Proficient in Microsoft Office (Word, Excel), email, and basic data systems.
- Ability to multitask, maintain professionalism, and work under pressure.
- Demonstrated ability to engage respectfully with children, families, and staff.
- Proficient computer skills including:
 - Web-based research
 - Word Processing
 - MS Excel
 - Database use
 - Email

Work Environment: 95% office/classroom/remotely, 5% outside office including travel time.

Physical Requirements:

- The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.
- The employee may be required to sit for extended periods of time.
- The employee must occasionally lift and/or move up to 30 pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Equipment Used: Computer, phone, fax, copy machine.

Safety Considerations: Some travel may be required.

Other Requirements:

1. Valid Oregon or Washington State Driver License or must be able to obtain one upon hire (must be eligible to be an insured driver under NAYA Family Center's liability insurance policy which requires an Oregon or Washington driver's license)
2. Successful completion of a background investigation (including a fingerprint criminal history check; see [here](#) for more information)
3. Successful completion of a DHS Background Check Unit

Application Procedures:

Interested candidates should submit:

1. A Cover Letter addressing your qualifications for the position and why you are interested in joining the NAYA Family Center team
2. A current Resume

Note: Candidates selected for a job offer will be asked to complete a NAYA application, if they haven't already

Application forms and additional information about employment at NAYA Family Center can be found at <http://www.nayapdx.org/about/jobs>.

Application Deadline: Open until filled

Attention: Incomplete applications will not be considered. Electronically submitted applications are preferred. Due to the sheer number applicants, only those applicants selected for an interview will be contacted. Please respect our no phone calls policy. This job description does not constitute an employment agreement and is subject to change by the employer due to changes in grants and funding sources.

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Please submit application materials via the links on our website or send application materials to:

Attn: Human Resources
Native American Youth and Family Center
5135 NE Columbia Boulevard
Portland, OR 97218
Fax: (503) 288-1260
E-mail: jobs@nayapdx.org