



JOB DESCRIPTION

JOB TITLE: Part Time Cook

REPORTS TO: Director of Finance + Operations

GENERAL STATEMENT OF DUTIES: To provide well-balanced, nutritious meals to shelter residents on a daily basis. Must be able to provide meals for special dietary needs clients as requested.

SPECIFIC DUTIES:

- Plan menus and grocery shop according to menu and consistent with budget
- Prepare and cook appropriate quantities of food
- Maintain sanitary work surfaces and floors in the kitchen and cafeteria area
- Maintain compliance with current health codes for food storage, preparation and leftovers
- Incorporate donated food into menus
- Set out lunch and dinner food for residents at designated times throughout shift, and clean up dining room area after each meal time.
- Other duties as assigned

REQUIREMENTS

- Must possess excellent written and oral communication skills regarding state and federal licensing
- Must have good record keeping and organizational skills
- Must be flexible and willing to work an occasional weekend
- Must be a good self-starter
- Must be trustworthy and able to work with little or no supervision
- Must successfully complete the first empathy training offered after hire date
- Ability to interact positively with survivors of domestic violence, sexual assault and human trafficking.
- Must be ServSafe certified or able to become ServSafe certified upon being hired.
- Must have a GED or high school diploma.
- Must be able to pass a health department tuberculosis test, possess valid driver's license, appropriate insurance and have a vehicle to transport self and goods

HOURS: Approximately 20 hours per week, 15 hours of which should be 3-6 PM Monday through Friday. Paid hourly based on experience.

BENEFITS: Holiday pay.

EEO/ADA/AA Employer

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