



Job Title: Cook

Date Prepared: August 27, 2020

Reports To: Kitchen Manager

Status: Part-time, hourly

Summary: Food preparation and management of kitchen chore team while helping to maintain the security of the kitchen and dining room

Qualifications:

1. Ability to manage the chore team and volunteers
2. Ability to read and interpret food safety rules, operating and maintenance instructions, food storage instructions and similar communications
3. Math proficiency to calculate measurements of ingredients and track inventory
4. Ability to lift up to 50 lbs. repeatedly
5. Standing is required for more than 2/3 of the 6 hour shift
6. Ability to tolerate the heat produced by meal preparation in the kitchen
7. Understands the mission of Hope Ministries and abides by professional boundaries to ensure the safety and success of our residents
8. Valid Driver's License

Duties:

1. Prepare all meals scheduled (175 servings) per shift in a timely manner
2. Keep kitchen, food storage areas and all other areas devoted to food services orderly and sanitary
3. Help and manage volunteers in the kitchen
4. Manage resident chore team
5. Help receive, weigh, record and properly store all food that is delivered
6. Assist in maintaining order and security in the dining area as needed

Education: High School diploma or equivalent and State food handling certification