



Job Title: Residential Cook

Classification: Part-Time

FLSA: Non-exempt

Reports to: Residential Services Director

Job Summary: The Residential Cook will provide meal service at the emergency and transitional shelters. The cook will complete menu plans and prepare healthy/nutritious meals for a maximum occupancy of 55 adults and/or children in accordance with the agencies internal program requirements and external nutritional requirements as set forth by the State of California Department of Education. The cook will be responsible for developing healthy recipes, maintaining proper food sanitation practices, and coordinating the cleaning and maintenance of the kitchen and dining areas. The cook may also provide cooking classes, education on healthy eating, meal planning, and food sanitation as needed.

Required Skills, Knowledge and Abilities:

- Possess a minimum of 2 years professional experience in the food service industry and/or equivalent.
- Is familiar with and has a working knowledge of the proper methods for safe food handling and storage, preparation, and sanitation in order to meet internal and external health and safety standards.
- Possess good communication and customer service skills, and the ability to create a positive and welcoming environment, and work effectively with clients who may be assisting with meal prep.
- Has a working knowledge of the use of proper cleaning solutions such as safe commercial and non-toxic cleaning products appropriate for use in a meal preparation and dining setting.
- Possess the organizational skills and abilities to complete program documentation and reporting requirements, complete weekly shopping, coordinate and organize food donations, and assist with the implementation of new program activities and services.
- Possess the personal qualities necessary to develop and maintain effective working relationships; including demonstrated knowledge and skills and high standards for quality and ethical conduct in the work environment.
- Has a high level of mobility in sitting, standing, and lifting, including extended periods in uncomfortable positions and the ability to repeatedly lift and manipulate heavy objects.
- Possesses a valid driver's license and automobile insurance.
- Ability to pass criminal background check and submit to fingerprinting/live scan.

Salary and Hours: 25-30 hours per week, \$11.00 per hour. Position will include evenings.

Qualified applicants are asked to send a cover letter and resume to Kimberly Mason, Residential Services Director at kmason@houseofruthinc.org

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