

## **Damiano Center**

### **Cook Job Description**

#### **Position Function and Relationship:**

The Cook is responsible for the preparation, serving and clean up for the meals served in the Community Kitchen. The cook oversees the work of the volunteers who aid in the Community Kitchen operations and ensures that the kitchen is clean and all equipment is working properly.

#### **Accountabilities:**

- Open/close building (weekends) and kitchen in the mornings.
- Cook meals for lunch and/or supper
- Ability to utilize and modify recipes to account for large scale quantity adjustment
- Keep steam table and dessert table/salad area full of food during meal time; ensure that foods do not run out by replacing as needed.
- Ensure all equipment is clean and sanitized during and after a shift, including stove, ovens, coolers, work tables, storage rooms, serving tables, carts, aprons, and towels.
- Follow and maintain highest sanitation and food safety standards, including recording food temperatures, recording food quantities, and labeling/dating open foods.
- Maintain positive and helpful working attitudes towards guests, co-workers, and volunteers.
- Supervise volunteer groups in the preparation and serving of meals.
- Provide training and ongoing direction to volunteers.
- Ability to relate to people who face barriers associated with poverty, homelessness and diverse backgrounds.
- Follow all organizational policies and program guidelines.
- Support collaboration between programs.
- Support the mission and values of the Damiano Center.

#### **Other Qualifications:**

Experience working in a commercial kitchen, menu preparation, and food service.

Ability to work well in high-energy, loosely-structured environments.

Supervisory skills to manage volunteer groups

This position involves the need to lift up to 50 lbs.

Adaptable and calm in stressful situations, managing multiple projects at one time.

Math and reading skills to convert recipes as necessary

ServSafe training desired

De-escalation training desired

CPR certification desired

**Classification:** This is a non-exempt position for up to 23.5 hours a week, with potential days of work being M-W-F-Sa-Su.

**Scheduled Shifts May Include:** Monday and Wednesday 8:00am-2:00pm. Friday 8:00am-2:30pm and/or 2:30pm-7:30pm. Saturday and Sunday 8:00am-2:00pm, 2:00pm-7:30pm.

**Supervisor:** Community Kitchen Manager