## What does a Cook do?

Prepare daily well-balanced, nutritious meals for families. While serving meals, interact with families displaying a compassionate and nurturing spirit that allows each family member a level of comfort and security that breaks down the barriers that impede their success. Cook’s position is responsible for inventory, ensuring a sanitary environment of kitchen and cafeteria, preparing weekly menus for approval, meal counts.

**Drive client progress** by guiding clients to eat nutritious, cook at home, and eat as a family while proactively interceding when necessary to sustain forward momentum with all clients.

Develop uniform practices over time that **build on success** and foster consistent service delivery. There is a high level of volunteerism within the Food Services department and the Cook’s position is responsible for providing an engaging experience for each person and fostering a positive relationship.

## What behaviors are necessary for success?

- You must possess a service first mentality.
- Patience, tolerance, and understanding while constantly exhibiting a display of sympathy and empathy.
- Take pride in meals prepared, served, as well as meal presentations.
- A passion to want to help regardless of beliefs, ethnicity, or sexual orientation.
- Dedication to the mission of COTS.
- Team player mindset.
- Provide an appreciative inviting experience to volunteers.
- Conscientious of cleanliness and sanitation.
- Very organized and the ability to multi-task.

## What does success look like?

**Your Results:**
- Meals provided for families 3 times per day.
- Meals provided to agency Child Development Center.
- All inspections passes with approval of compliance.
- Families strengthen by bonding due to eating as a family.
- Addressing Health and well-being.

**Your team’s success measures:**
- 80% of clients who make progress toward benchmarks on schedule
- 80% of clients that report increased hope in their future
- Consistent progress towards pilot research and data goals

**You contribute to your team’s success by** engaging clients consistently and effectively with support and nutritious meals.

## What else do you need to know?

**Base Job Requirements:**
- High School Diploma
- Three (3) year’s prior large volume cooking experience
- Excellent time management, organizational, and multi-tasking skills
- Ability to work flexible hours including weekends
- SafeServ Certification
- Ability to lift 50 lbs.
- Current TB Test
- Ability to stand long periods of time
- Approved police clearance
- Approved alcohol/drug screen
- Intermediate computer literacy

**EEO Category:**
**FLSA Status:** Non-Exempt

**Salary Grade:**
**Revision Date:** 05/06/2019

Kitchen staff are to provide family style dining experience while working to bring together the execution of the COTS Passport to Self-Sufficiency (PTS) framework.