



Job Description

COOK

Changing the narrative about poverty

What does a Cook do?



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.

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 impedes 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