



## Job Description

# COTS LEAD COOK

*Passport to Self-Sufficiency™*

### Lead Cook's Essential Role

The essential role of COTS' Lead Cook is to manage all things related to kitchen operations, food ordering/ purchase, preparation, and meal service. As a 24/7 facility meals are served daily.

**This includes:**

- Daily full food service (3 meals + snacks) for an average of 45 families (average family size of 3)
- Managing and coordinating processes and developing procedures
- Ordering and timely delivery of food, beverages, and kitchen supplies
- Ensuring compliance with all health and food safety standards and regulations
- Ensuring compliance with all licensing and required inspections (annual, etc.)
- Managing food and supply inventory and donations
- Ensuring safety, cleanliness, and sanitation of kitchen and dining spaces
- Preparing and posting weekly wellness focused menus
- Conducting mandated meal counts (collection and reporting)

**Base Requirements:**

- High School Diploma, related degree preferred
- Three (3) years of previous similar/related cooking experience
- Food Safety Management Certification (CFP-ANSI Accredited)
- Ability to lift minimum of 50 lbs.
- Current TB and COVID Test
- Computer and basic software skills (MS Office, email)

### Who We Are

**The Passport to Self-Sufficiency™ (PTS)** is COTS' Theory of Change for creating opportunities for families to succeed using a two-generation approach. Short to Long term relationship building through coaching across 5 key domains: **Family Stability, Economic Empowerment, Health and Well-Being, Education, Employment/Career**—along with curated partnership sit at the center of our engagement model and intervention strategy.

**Our Values**

- Integrity
- Human Dignity
- Impact
- Service
- Collaboration
- Generosity of Spirit

**Our Mission**

Create and facilitate opportunities that empower families in poverty to collaborate, thrive, and succeed in building strong households, neighborhoods and communities.

**Our Purpose**

To assist families in reaching their housing, economic, health, education, and career goals as they overcome homelessness and break the cycle of poverty for themselves, their next generation, and beyond.

**Our Vision**

A perpetual cycle of thriving families and the absence of generational poverty

### Essential Duties

**Program Participant-Facing**

- Engage participants/Emergency Shelter families with empathy and human dignity

### Success Measures and Evaluation

- Behaviors in alignment with the goals, mission, purpose, and values of the organization
- Uniform practices are developed that build on success and foster consistent high-quality food, service, and meal delivery

- Engage participants/Emergency Shelter families around healthy eating and future meal preparation
- Investigate and resolve complaints regarding food quality and service (incl. food allergies)
- Foster and cultivate a warm, welcoming atmosphere that is reflected in all aspects of meal and food service

**Network and Community-Facing:**

- Represent the agency to key stakeholders and partners in the community
- Steward relationships with food and kitchen related vendors and partners
- Collaborate with internal teams to coordinate and steward food and kitchen related volunteers

**Agency and Team-Facing:**

- Advises senior leadership regarding requirements and trends in food purchase, nutrition, service, and delivery.
- Cleaning and sanitation of kitchen and dining space in coordination with housekeeping team
- Promotes kitchen staff effectiveness by identifying needs for learning/training
- Manages cook(s) and food/meal preparers
- Schedules hours and assigns duties for kitchen staff

**Additional Requirements**

- Flexible work hours including weekends
- Time management and organization skills
- Ability to stand long periods of time
- Open to learning online platforms and software (food and supply inventory)
- Knowledge of and ability to clean and maintain cooking equipment-including some regular maintenance
- Prepare and display menus (weekly) for all meals
- Develop and document a collection of recipes with costs, and scheduled rotation
- Interpersonal skills sufficient to establish and maintain effective communication with residents, vendors/suppliers, and colleagues.

***Other duties as deemed necessary***

- A collection of wellness focused recipes that represent creativity, variety, nutrition, and tastes great
- Overall pleasant and dignified dining experience for families
- Stewardship of volunteers, food donations, and kitchen and dining spaces

**Reports To:** Emergency Shelter Director

EEO Category:

**FLSA Status:** Non-Exempt

Revised 8/2020

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_