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## Job Description

*Food Services*

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Department: Food Services  
Position Description: Cook – Hope Center for Women and Children  
Employee Name:

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### **JOB SUMMARY**

The Cook's purpose is to prepare lunch and dinner meals at the Hope Center for Women and Children, & manage work skills participants; teaching them in the proper preparation of nutritional, well-balanced family meals, and to maintain proper cleanliness of kitchen, dining and food storage areas according to industry standards and state regulations. The kitchen needs to demonstrate God's love in practical, tangible ways to the women and children served at Hope Center for Women and Children. The cook is the point person to facilitate well-balanced, nutritious meals that are well presented and good tasting.

### **RESPONSIBILITIES**

- Work in a spirit of cooperation and mutual assistance with all other staff members
- Plan menus and prepare well balanced, nutritional meals incorporating both donated food items and purchased inventory
- Ensure that meals are enjoyable to both women and their children
- Value all donated product according to guidelines and report that to the Food Services Supervisor
- Supervise and direct kitchen work skills participants
- Ensure that the Food Service department abides by all health and food regulations
- Properly inventory, store and rotate food stocks and related food service items
- Attend weekly staff meetings, as designated by the Director of Women and Children's Ministries
- Notify the Food Services Supervisor of needed supplies and food items to be ordered
- Immediately report any equipment or facility problems to Food Services Supervisor
- Ensure that all people are treated with courtesy and respect
- Participate in the spiritual growth and Christian instruction of those whom Hope Ministries serves. This can include (but is not restricted to) personal mentoring, the sharing of Scripture and Biblical encouragement, and praying with program participants. This may be in a structured setting (i.e., a classroom or chapel), or unstructured, with individual clients as the need arises
- Perform all other duties as assigned by Food Service Supervisor

### **QUALIFICATIONS**

Needs to have knowledge of institutional cooking for groups of 100 or more and the ability to do the necessary functions.

I understand and agree with Hope Ministries' Mission Statement, Core Values, and Statement of Faith.



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**Reports to: Food Services Supervisor**

**Salaried/Exempt** \_\_\_\_\_

**Hourly/Non-exempt** **X**

**Work Schedule:** This is a full-time position working 30-34 hours/week. The direct supervisor of this position is the Food Services Supervisor.

Monday-Friday 9:00AM-3:30PM with a 30 minute lunch break. Possible weekends as needed, may be necessary to work holidays, such as: Thanksgiving, Christmas, and Easter

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_