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## Job Description

*Food Services*

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Department: Food Services  
Position Description: PT Cook  
Employee Name:

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### **JOB SUMMARY**

The Cook's purpose is to prepare meals & 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 those served. 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.
- 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.
- 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.
- On an as needed basis, drive ministry vehicle to pick up donated food items
- 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.
- Actively contribute to maintaining a safe and secure environment for staff, clients, and visitors. This includes adhering to established safety protocols, promptly reporting any safety concerns or incidents, and supporting organizational efforts to foster a culture of safety and security.
- Perform all other duties as assigned by Food Service Supervisor.



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### 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.

### Reports to: Food Services Supervisor

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

Hourly/Non-exempt  X

**Work Schedule:** This is a part-time position working 24 hours/week. The direct supervisor of this position is the Food Services Supervisor.

Sat&Sun 6:00AM-6:00PM with a 30 minute lunch break. Working holidays as required, such as: Thanksgiving, Christmas, and Easter.

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

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