

# Bay Area Turning Point, Inc.

<b>Job Title:</b> Cook	<b>Job Code:</b>
<b>Department:</b> Shelter	<b>Reports to:</b> Shelter Manager
<b>Effective Date:</b> 9/25/2018	<b>FLSA Status:</b> Non-Exempt (Hourly)

## Position Overview

**HOURS:** *40 hours per week minimum or as necessary to achieve program objectives, activities, and to effectively document outcomes and variances*

**Typical Schedule:** Tuesday – Friday (11 am – 7:30 pm), (Saturday 8 am – 4:30 pm) mandatory monthly and quarterly meetings; with flexibility in schedule to meet the program needs.

## **SUMMARY DESCRIPTION OF POSITION:**

Oversee food preparation and kitchen clean up to include supervising the clients during their chore times. Ensure completion of daily menu planning, food purchasing, food preparation, proper food storage, and other general duties as assigned. Ensure the food program operates in compliance with state health regulations and grant requirements.

## Essential Duties and Responsibilities

- Ensure cleanliness of the kitchen food prep areas before and after food service
- Ensure cleanliness of kitchen equipment
- Ensure safety standards are maintained while food is being cooked.
- Assist with maintaining the food inventory
- Apply safety standards in the kitchen
- Maintain sanitation, health, and safety standards in work areas.
- Assist hands-on in the kitchen with food preparation based on the weekly menu
- Assist with food purchasing
- Assist with maintaining a binder of recipes for meals served (casseroles, special dishes, etc.)
- Sort and put away food donations
- Ensure food is pulled and ready to be utilized for all meals
- Report safety concerns to supervisor immediately.
- Ensure proper temperature and methods of food storage to include recording freezer/refrigerator temperatures daily (3x) and keeping freezer/refrigerator organized and clean.
- Other duties as assigned

## Qualifications

- Ability to operate large-volume cooking equipment such as commercial gas stove and oven, griddle.
- Ability to work with a diverse group of individuals
- Ability to work and assist clients who have special dietary needs
- Organizational capability and leadership qualities.
- Required completion of Food Services Manager Certification within 60 days of hire
- Required to complete Food Handlers Training
- Ability to communicate effectively
- Ability to lift/carry/move a minimum of 40 lbs. for an extended distance

## Education and Other Requirements

- High School Diploma or Equivalent

- Must have a current Texas Drivers License, clean driving record and be insurable by the agency's carrier
- Must provide and maintain valid personal automobile insurance.
- Must have at least 2 years of verifiable driving experience

**I have read and understand the essential job functions that have been outlined in the above job description for Bay Area Turning Point.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

HR use only	
Job code	
Job Classification	
Management? (Yes/No)	No
Last revised	9/25/2018; 01/02/19

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.