

Job Title:	Cook- Full Time	Job Category:	
Department/Group:		Job Code/ Req#:	
Location:	Richmond, TX	Travel Required:	
Level/Salary Range:	Hourly	Position Type:	Full-Time; Non-Exempt
HR Contact:	Angie Wright	Date posted:	Click here to enter a date.
Will Train Applicant(s):	Yes	Posting Expires:	Click here to enter a date.
External posting URL:			
Internal posting URL:			
Job Description			
<p>FORT BEND WOMEN'S CENTER PROVIDES OUTSTANDING AND INNOVATIVE PROGRAMMING THAT :</p> <ul style="list-style-type: none"> • IS BRAIN HEALTH BASED . • OPERATES WITHIN A POSITIVE REINFORCEMENT FRAMEWORK THAT INCREASES HOPE AND SOCIAL CONNECTIVITY . • REDUCES THE NEGATIVE IMPACT OF TRAUMA, OFTEN FROM LIFELONG ABUSE. • FOSTERS CLIENT AND STAFF SELF-DETERMINATION AND ACCOUNTABILITY. • PROVIDES MOBILE AND VIRTUAL SERVICES. • IS DATA DRIVEN. • USES EVIDENCE-BASED TRADITIONAL AND EMERGING SERVICES. <p>ROLE AND RESPONSIBILITIES</p> <p>AS A SHELTER COOK, YOU WILL PREPARE AND SERVE NUTRITIOUS MEALS TO SURVIVORS (WOMEN, CHILDREN, AND MEN) OF DOMESTIC VIOLENCE AND SEXUAL ASSAULT IN A FAST-PACED SHELTER KITCHEN ENVIRONMENT.</p> <ul style="list-style-type: none"> • Be professional and exhibit FBWC's SPIRIT Core Values – Service, Passion, Integrity, Respect, Innovative, and Teamwork. • Plan, prepare, and serve a menu of nutritious meals for shelter residents. • Ensure the food management/nutrition requirements of the shelter are followed. • Work with your team to develop and monitor balanced menus while remaining within budget guidelines. • Keep kitchen equipment sanitized and up to code daily. • Follow all safety guidelines to ensure the safety of clients and personnel. • Ensure all • Supervise/coordinate volunteer projects as needed. • Maintain accurate, timely paperwork (client files, service database, timesheet). • Attend weekly and monthly staff meetings, and other meetings as assigned. • Other duties as assigned. • QUALIFICATIONS AND EDUCATION REQUIREMENTS • Be able to lift up to 50 lbs. • Experience with Microsoft Office Suite (Word, Excel, Teams, SharePoint). • Must have a Food Manager's Certificate or obtain one before hiring and onboarding. 			

- Have a valid Texas Driver's License with mandatory auto liability coverage.
- Pass a criminal background check and drug screening.
- PREFERRED SKILLS AND COMPETENCIES
- An enthusiastic personality is a MUST! We assist those who are struggling to achieve self-sufficiency. It is a rewarding job, but one that requires a great deal of optimism.
- Previous experience working with individuals dealing with trauma (preferably domestic or sexual violence) is a plus but is not necessary.
- Displays ability and willingness to make appropriate decisions, respond compassionately to persons served while maintaining appropriate and professional boundaries, exhibits sound and accurate judgment, supports and explains reasoning for decisions, and includes appropriate people in the decision-making process.
- Displays original thinking and creativity by meeting challenges with resourcefulness, generating suggestions for improving work, and developing innovative approaches and ideas.
- Shows tenacity and thoroughness, with the ability to solve practical problems and deal with a variety of situations.
- Not easily frazzled, especially during crises.
- Possesses strong time management skills during busy and slower periods throughout the day.
- Works with clients in a respectful and non-judgmental manner while employing a victim-centered, strengths-based, and trauma-informed perspective.
- Respects client confidentiality and autonomy.
- Uses appropriate verbal and nonverbal communication to deescalate crises situations.
- Applies strategies for addressing conflict and moderating one's own verbal and nonverbal reactions to communications with clients and coworkers.
- Deadlines/solutions-oriented with the ability to handle multiple competing priorities and wide variety of responsibilities.
- Speaks clearly and persuasively in positive or negative situations, listens, asks for clarification, responds well to questions, and participates in meetings.
- Writes clearly, accurately, respectfully, and informatively; edits work for spelling and grammar.
- Follows instructions, responds to management direction, takes responsibility for own actions, keeps commitments, commits to non-traditional hours of work when necessary to reach goals, completes tasks on time or notifies appropriate person with an alternate plan.
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Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____