

FORT BEND COUNTY WOMEN'S CENTER, INC.
JOB DISCRIPTION
RESIDENT COOK - PT

REPORTS TO: Food Service Coordinator

STATUS: Part-time

RESPONSIBILITIES: Responsible for meal preparation, donation distribution, cleanliness of kitchen and dining room area, and maintaining food pantry and grocery supplies.

- DUTIES:**
1. Meal preparation
 2. Supervise volunteers performing chores.
 3. Work with food management / nutrition staff to prepare balanced meals while remaining in budget guidelines.
 5. Keep kitchen equipment sanitized and up to code daily.
 6. Work closely with Resident Advocates as they deliver services to clients.
 7. Follow all safety guidelines to insure overall safety of clients and personnel.
 8. Other duties as assigned.

HOURS: 24 hours per week, flexible with some weekend hours and most holidays.

QUALIFCATIONS: Food Servers certification, (will obtain within first six months of employment), related field experience, able to lift 50 lbs; and adaptability to fit in with a team- oriented work environment, must have agencies CORE values, Service, Passion, Integrity, Respect, Innovation and Teamwork.

SALARY: \$10/hour

BENEFITS: N/A

I have read and understand the above job description.

Employee Signature

Date

Supervisor's Signature

Date