

Job Title:	Cook – Part Time	Job Category:	Hourly
Department/Group:	Shelter	Job Code/ Req#:	
Location:	Richmond, TX	Travel Required:	As needed
Level/Salary Range:	\$10 - \$14 DOE	Position Type:	Part Time, Non Exempt
HR Contact:	Tina Hood	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>ROLE AND RESPONSIBILITIES</p> <p>Responsible for planning and preparation of nutritious menus of meals for shelter residents as well as overall supervision and upkeep of kitchen maintenance, dining area and compliance with required licensing of shelter while on duty.</p> <ol style="list-style-type: none"> 1. Must have agency core values – Service, Passion, Integrity, Respect, Innovative, Team work. 2. Plan and prepare menu of nutritious meals for shelter residents. 3. Adhere to food management/nutrition requirements of shelter. 4. Work with kitchen staff to develop and monitor balanced menus while remaining within budget guidelines. 5. Provide administrative support as needed. 6. Provide guidance to kitchen volunteer, as needed. 7. Other duties as assigned. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Able to lift 50 lbs.; • Standing, bending, twisting and kneeling for an extended amount of time; • Accurate report writing skills; • Experience with grant compliance preferred; • Intermediate computer skills; • Must have a Food Managers Certificate or obtain within 90 days of employment; • An enthusiastic personality is a MUST ! We assist those who are struggling for self-sufficiency. It is a rewarding job, but one that requires a great deal of optimism. <p>Competency:</p> <p>To perform the job successfully, an individual should demonstrate the following competencies:</p>			

- Judgment - Displays willingness to make decisions, responds compassionately to persons being served while maintaining appropriate and professional boundaries, exhibits sound and accurate judgment, supports and explains reasoning for decisions, includes appropriate people in decision-making process.
- Innovation - Displays original thinking and creativity, meets challenges with resourcefulness, generates suggestions for improving work, and develops innovative approaches and ideas.
- Tenacity and thoroughness, with the ability to solve practical problems and deal with a variety of situations.
- Team player who can roll up their sleeves and get involved in everything from big projects to mundane, simple tasks.
- Not easily frazzled and strong time management skills during busy and slower periods throughout the day.
- Apply basic strategies for good communication, including developing rapport and use active listening.
- Establish and maintain collaborative and trusting relationships with victims/survivors.
- Relate to victims/survivors in a respectful and nonjudgmental manner; employ a victim-centered and trauma-informed perspective.
- Focus on victim/survivor empowerment and emphasize strengths.
- Support victim self-determination and informed decision-making.
- Respect client confidentiality.
- Apply strategies for using verbal and nonverbal communication to calm crises situations so that assessments and case planning may take place.
- Apply strategies for gathering case-specific information and relevant facts for safety planning and service delivery.
- Apply strategies for addressing conflict and moderating one's own verbal and nonverbal reactions to victim/survivor communications as needed.
- Demonstrate ongoing efforts to improve skills in effective communication, including verbal and nonverbal communication, and cultural competency.
- Planning/Organizing - Prioritizes and plans work activities, uses time efficiently, plans for additional resource needs, sets goals and objectives, develops realistic action plans.
- Deadline and solutions oriented with the ability to handle multiple competing priorities and wide-variety of responsibilities.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations, listens and gets clarification, responds well to questions, participates in meetings.

- Written Communication -Writes clearly, persuasively and informatively, edits work for spelling and grammar, and reads and interprets written information.
- Dependability - Follows instructions, responds to management direction, takes responsibility for own actions, keeps commitments, commits to long and/or non-traditional hours of work when necessary to reach goals, completes tasks on time or notifies appropriate person with an alternate plan.
- Travel required in greater Harris and Fort Bend County areas.

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Director Signature: _____ Date: _____