

## Job Description

# Per Diem Cook for Faith Family Kitchen

A Program of the Cape Cod Council of Churches, Inc.

**POSITION TITLE:** Per Diem Cook, Faith Family Kitchen

**PURPOSE OF POSITION:** Implement the Meals served at Faith Family Kitchen

**QUALIFICATIONS REQUIRED:**

- Sensitivity to the mission of the Cape Cod Council of Churches and its Faith Family Kitchen
- Ability to work with and a diverse group of people, both volunteers and guests
- Awareness of issues related to low income, food insecurity, substance abuse and homelessness
- Professional Chef Experience
- ServSafe and Allergen certified
- Satisfactory CORI Check
- Valid MA Driver's License

**HOURS REQUIRED:** Up to 20 hours/week as necessary to assure coverage for regularly served dinners on Mondays, Wednesdays and Fridays

**KEY RESPONSIBILITIES:**

Create and execute or follow prepared appealing menus

- Nutritional (following guidelines outlined by the Advisory Committee)
- Cost Effective
- Labor Efficient

Handle Inventory as Necessary as Directed by the Director of Faith Family Kitchen

- Purchase using best prices, whether retail or wholesale
- Access a broad network of community food sources for best pricing and donations: GBFB, professional buying groups, etc.
- Control inventory, storage, waste

### Clean Kitchen following ServSafe Standards

- Monitor temperatures, freezer and fridge
- Follow sanitizing practices for sink areas (user friendly for volunteers)
- Wrap and date food
- Maintain physical plant cleanliness

Serve Dinners for two seatings (5:00 – 5:45 pm and 5:45 – 6:30 pm) or using a “to go” model of service (5:30 – 6:30 pm) every MWF

- arrange for a qualified replacement in the event of illness/emergency

### Manage Volunteers and Guests

- Create and maintain a positive environment for Volunteers and Guests
- Establish and maintain clear expectations and observe rules
- Follow all Council protocols regarding reducing potential spread of Covid

### Communication

- Work in collaboration with Program Director, Faith Assembly of God Church staff and other Per Diem Chefs
- Organize and Maintain receipts/menus/reports on dinners served
- Submit hours worked in a timely fashion in accordance with bi-weekly payroll schedule
- Report to the Program Director or Interim Chef/Program Director of Faith Family Kitchen, then to the Executive Director of the Cape Cod Council of Churches