

Union Gospel Mission of Salem Job Description

POSITION TITLE: Cook / Shift Supervisor
MINISTRY DEPARTMENT: Simonka Place (500)
REPORTS TO: SP Kitchen Manager
FLSA: Non-exempt
LOCATION: Simonka Place, 5119 River Road N. Keizer, OR 97303
STATUS: 40 hrs. week (Varying shifts to help cover 7-day work week)

Job Summary:

Under the direction of the Kitchen Manager ministers by helping prepare meals and instruct program women and volunteers as needed. Help maintain clean, sanitary and safe working conditions. Supervise kitchen activities in absence of Kitchen Manager.

Essential Job Duties:

- Under the supervision of the Kitchen Manager, prep, cook and serve meals according to planned menus.
 - Create or adjust menu as needed.
 - Assist with receiving of donated and purchased food and other food service supplies as needed including but not limited to:
 - Shopping at Marion Polk Food Share.
 - Ordering and picking up needed items from Men's Mission.
 - Pick up food from community donors as scheduled.
 - Provide training to volunteer and/or assigned program women as instructed, including but not limited to:
 - All aspects of kitchen work (washing dishes, food storage, cooking, cleaning, receiving donations).
 - Safe food handling and workplace safety
 - Facility tours
 - Maintain a positive, encouraging Christian work atmosphere by demonstrating and training staff in appropriate Customer Service C.A.R.E. standards.
 - Committed** – performs job with integrity – respects and honors others
 - Attentive** – models honesty and courtesy to all. Good listener.
 - Responsive** – Takes responsibility for quality results. Serves effectively.
 - Excellent** – Seeks to improve performance while providing excellent service.
6. Assist Kitchen Manager to maintain a clean, sanitary and safe workplace including food storage areas.
7. Reports all food service equipment and/or maintenance issues to the Kitchen Manager daily.
8. Facilitate and participate in weekly kitchen staff meetings.
9. Attend various Mission functions and meetings as required.
10. Assist with other duties as needed and as directed by the Kitchen Manager.

Knowledge, Skills, Abilities:

1. Cooking and prep skills necessary to assist in preparing up to 80 meals a day.
2. Good organizational skills with ability to work in a multi-task environment.
3. Ability to instruct others in basic cooking and other food service skills.
4. Valid Food Handlers Card.

5. Valid Oregon driver's license and ability to drive Mission vehicle.
6. Must agree with Union Gospel Mission's Statement of Faith and Standards of Conduct.

Education: High School or GED

Experience: Minimum of 3 years cooking in restaurant and/or institutional food environment.