

**Union Gospel Mission of Salem
Job Description**



POSITION TITLE: Cook / Shift Supervisor
MINISTRY DEPARTMENT: Men's Mission (400)
REPORTS TO: Food Service Manager
FLSA: Non-exempt
LOCATION: Men's Mission, 777 Commercial St. NE, Salem, OR 97301
STATUS: Full Time (Varying shifts to help cover 7 day workweek)

Job Summary:

Under the direction of the Food Service Manager, help prepare meals and instruct volunteers and assigned program men as needed. Help maintain clean, sanitary, and safe working conditions. Supervise kitchen activities in absence of Food Service Manager.

Essential Job Duties:

1. Under the supervision of the Food Service Manager, prep, cook and serve meals according to planned menus.
2. Assist with receiving of donated and purchased food and other food service supplies as needed. .
3. Provide training to volunteer and/or assigned program men as instructed.
4. Maintain a positive, encouraging Christian work atmosphere by demonstrating and training staff in appropriate Customer Service C.A.R.E. standards.
 - A. **C**ommitted – performs job with integrity – respects and honors others
 - B. **A**ttentive – models honesty and courtesy to all. Good listener.
 - C. **R**esponsive – Takes responsibility for quality results. Serves effectively.
 - D. **E**xcellent – Seeks to improve performance while providing excellent service.
5. Assist Food Service Manager with maintain a clean, sanitary and safe workplace including the food warehouse and meat cutting areas.
6. Reports all food service equipment and/or maintenance issues to the Food Service Manager daily.
7. Attend various Mission functions and meetings as required.
8. Provide back-up to Food Service Driver from time to time as needed.
9. Assist with other duties as needed and as directed by the Food Service Manager.

Knowledge, Skills, Abilities:

1. Cooking and prep skills necessary to assist in preparing 200+ 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.