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Job Description

**Department:** Puyallup Valley Corps

**Position Title**: Cook

**Status:** Part time, non- exempt

**Supervisor:** Corps Officers

**Hours**: 28 hours per week

**Mission Statement**:

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

Description

The Salvation Army Puyallup Valley Corps Community Center is a drop in meal site. The cook plans, prepares, and serves meals during scheduled hours, rentals, and special events. This includes ordering and purchasing needed items for the food service and other departments within budgetary and procedure guidelines. As part of the front-line team the cook patiently serves and assists all guests and maintains protect the mission and life saving procedures.

**Essential Duties and Responsibilities**

* Prepares food budgets and analyzes supply needs
* Plans well balanced nutritious menus and food service arrangements tailored to dietary needs of guests.
* Maintains great guest relations both instilling Christ love and hope and building personal knowledge for menu planning.
* Procures supplies and equipment within budget limitations and procedures
* Maintains inventory of kitchen supplies, equipment and food
* Develops and executes a schedule for regular care of kitchen and equipment.
* Keeps a record of equipment problems and log service visits
* Consults with and meets vendors for food deliveries, equipment repairs, etc.
* Recommends addition/cancellation of vendors for future operations
* Recommends purchases of new equipment or repairs of existing equipment.
* Proper methods of food storage, stock control, sanitation, and handling and preparation of food
* Maintain full compliance with Chapter 246-215 of the Washington Administrative Code, pertaining to food safety and food services
* Perform all facets of preparing, service, and sanitation of congregate meals to fifty or more people
* Maintains a clean dining room and Kitchen at all times
* When required, deliver food safely to outside locations in a safe and timely manner, ensuring that food is delivered at a safe temperature.
* Lead cook in emergency disaster incidents
* Provide supervision and training to volunteers
* Participate in staff meetings as requested
* Perform other related duties as assigned
* Reports problems in writing (Incident Report) to Supervisor/Corps Officers

**Qualification Requirements**

* Must have experience in preparing meals for large groups (70 or more)
* Ability to write & create menus that are nutritious and appealing
* Ability to pre plan and prepare meals in an economical and sanitary manner
* Ability to plan event preparation
* Ability to economically purchase food in large quantities, maintain inventory, and rotate stock as needed.
* Ability to be flexible and adapt to changing situations
* Ability to work with members that have special dietary needs or allergies
* Ability to keep kitchen and supply room clean and organized
* Ability to help clean the main dining area
* Ability to work effectively in a distinctively Christian environment
* Maintain a positive attitude towards and encourage participation in all applicable Salvation Army programs
* Successful completion of TSA required background check
* Adherence to the Employee code of ethics and the Employee manual
* Accurate reporting of all statistics and memberships, both written and electronic
* Basic computer knowledge: Excel, Word, Power Point, and ability to navigate database applications and use new software programs with basic training.
* Accurately and punctually report all required statistical information
* Regularly meet and communicate with Program Coordinator & Corps Officers
* Must have a valid Washington State Driver license and ability to pass TSA MVR check and in house driving test
* Must complete and adhere to Protecting the Mission requirements and guidelines, including the ability to pass a TSA background check
* High School graduation or equivalent education preferred
* Ability to read, write, and communicate effectively
* Other duties as assigned

**Physical requirements**

* Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continues basis
* Ability to regularly maneuver stairs both up and down
* Ability to grasp, push, pull objects such as boxes, buckets, and reach overhead
* Ability to use hand to finger, handle or feel objects, tools, or controls
* Ability to lift 25 lbs occasionally an item up to 50 lbs
* Ability to operate a motor vehicle
* Ability to operate a computer
* Ability to process written, visual, and/or verbal information

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the physical requirements of the position. The Salvation Army will attempt to satisfy requests as long as the accommodation needed is a reasonable and no undue hardship would result.