

**JOB TITLE: Cook I**  
**REPORTS TO: In-Kind Services Director**  
**DEPT: Programs**

**STATUS: Regular/FT/NE-505**  
**SCHEDULE: Tue-Sat 10 am-6:30 pm**  
**UPDATED: September 2016**

*Springs Rescue Mission considers every position one of ministry and a vital and valued part of our team. Therefore, it is essential that all employees of SRM have a personal relationship with Jesus Christ and subscribe to our Statement of Faith and Core Values.*

**SUMMARY OF POSITION:**

Assists the Kitchen Manager with the preparation and provision of meals and quality hospitality services for SRM, its programs, clients and to the community of Colorado Springs.

**DUTIES & RESPONSIBILITIES:**

- Assists the Kitchen Manger in the overall preparation of meal cooking and meal clean-up for Breakfast, Lunch and Dinner services
- Supports onsite and offsite catering events
- Helps SRM Culinary Arts students achieve the goals of the Program and supports them in their interpersonal growth in a Christian environment
- Assists Kitchen Manager with guidance of CA students and assigned NLP kitchen ministry workers
- Ensure proper use, cleaning and storage of equipment
- Secures orders and donations; ensure proper food handling and storage throughout program area
- Observes established health and safety standards and procedures, including those of USDA, OSHA and Servsafe
- Inspects all kitchen food deliveries upon arrival for freshness and quality
- Takes and report meal counts
- Attends internal and external meetings and trainings as requested or expected
- Supports proper training and recognition of volunteers for their partnership with Springs Rescue Mission and engages them in meaningful work that leverages volunteers as a resource.
- Additional duties as requested.

**EDUCATION/EXPERIENCE**

- Associates degree from an accredited institution or equivalent applicable work experience
- Minimum two years' experience cooking in a professional kitchen
- ServSafe certified preferred. Will need certificate within 3 months of employment
- Computer literate, knowledgeable in Word, Excel, and Email
- American Culinary Federation or National Restaurant Association affiliation a plus
- Previous experience working with homeless, addicted, mentally ill highly desirable

**SKILLS & QUALIFICATIONS:**

- Maintains a personal relationship with Jesus Christ and is a constant witness. Christ-centered and compassionate attitude in dealing with people including the homeless and faithfully upholds and exemplifies SRM's Statement of Faith
- Serves as an advocate for the homeless and raising awareness of the needs and concern for the addicted, and those in poverty; engaging others within one's influence of greater involvement and effectiveness on behalf of this population in Colorado Springs.

- Believes that volunteers are vital to accomplishing the Vision and Mission of Springs Rescue Mission and thus is part of mobilizing the community in the fight against addiction, poverty and homelessness
- Strong cooking skills
- Able and willing to lead and teach culinary skills and Christian character development
- Knowledge of critical food safety and handling practices
- Able to cook tasteful meals with attractive presentations
- Able and willing to both follow recipes as well as create recipes based on meal needs
- Good eye-hand motor skills: precise, careful, and safety conscious
- Interpersonal skills, able to clearly communicate verbally and promote teamwork and apply problem solving skills
- Able to work with diverse groups of people, treating all with dignity and respect
- Knowledge of 12-steps/recovery/mental illness preferred
- Valid Colorado driver's license

### **WORKING CONDITIONS/PHYSICAL FACTORS**

*Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%*

|                               |  |
|-------------------------------|--|
| Standing: <i>Frequently</i>   | Lifting: <i>Frequently, up to 50 lbs</i> |
| Reaching: <i>Frequently</i>   | Bending: <i>Frequently</i>               |
| Climbing: <i>Occasionally</i> | Carrying: <i>Frequently</i>              |

Requires good manual dexterity and eye-hand coordination.

### **EQUIPMENT/TOOLS USED:**

- Industrial slicer/mixers/food preparation equipment
- Ovens/steamers/stockpots
- Grill/fryer/hood suppression system
- Chef's knives
- Computer/copier
- Phone/fax
- POS System
- Catering equipment and vehicles
- Automatic dishwasher
- Ice machine