

# Arlington Life Shelter

Job Title: Cook  
Department: Operations  
Payroll Status: Non – Exempt- Full Time  
Reports To: Kitchen Manager  
Preparation Date: 3/22

## **PURPOSE:**

Arlington Life Shelter is looking for a cook to prepare and serve meals. Duties include preparing ingredients, preparing meals, and following food health and safety procedures. Cook, clean, assist staff and serve food in a fast-paced environment. Work may include operating a grill, oven, and warmers. Previous experience in a team environment and various cooking methods preferred.

## **CORE COMPETENCIES:**

Planning, priority setting, verbal communication, ability to adapt in a fast-paced environment.

## **DUTIES AND RESPONSIBILITIES:**

- Set up, clean, and organize workstations for meals
- Prepare and serve meals
- Interact professionally with volunteers, staff and residents
- Prepare ingredients for the shift
- Prepare oven, utensils, and grill for shift
- Cook according to food health and safety standards
- Store all food properly
- Sanitize and clean workstations, utensils and equipment
- Monitor stock and food supplies
- Assist with donations
- Assist others in preparing food or helping other team members when needed
- Organize pantry, refrigerators, and freezers

## **GENERAL SKILLS AND QUALIFICATIONS:**

- Able to work in a fast-paced, ever-changing environment
- Able to multitask, prioritize, and manage time efficiently
- Excellent customer service and people skills
- Self-motivated and self-directed
- Works well as part of a team and on individual tasks
- Previous experience as a cook, or relevant work experience, preferred
- Able to work early mornings, evenings, weekends and holidays
- Physically able to stand and move during the length of shift; able to bend and kneel through shift; able to lift to 40 pounds or more
- Must pass a background check

**CHALLENGES OF THE POSITION:**

The challenge to the individual holding the Cook position is functioning in an environment characterized by growth and transition. On an ongoing basis, the main challenge is an ability to thrive in an environment that requires significant self-initiative, flexibility, anticipate kitchen needs, and collaborate among many team members both internal and external to Arlington Life Shelter.

**LIMITATIONS AND DISCLAIMER**

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a threat or significant risk to the health

and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties as required by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.