



## **Job Title: Line Cook**

**Reports To:** Erin Overly, Kitchen Manager

**Status:** *Temp-to-hire*

Starting pay \$17-18 hourly

Send resume to Jacqueline Holloway, [JHOLLOWAY@CVRM.ORG](mailto:JHOLLOWAY@CVRM.ORG)

**Position Overview:** The Line Cook is responsible for preparing nutritious and well-balanced meals for individuals experiencing homelessness in a compassionate and supportive environment. Working closely with kitchen staff, volunteers, and shelter residents, the Line Cook will ensure that meals are served safely, efficiently, and meet the dietary needs of the shelter's population.

### **Key Responsibilities**

#### **Food Preparation & Cooking:**

1. Prepare and cook meals for large groups following standardized recipes.
2. Ensure food is properly portioned, cooked, and presented.
3. Monitor food quality, taste, and appearance.
4. Prepare ingredients for cooking, including chopping, slicing, and dicing.

#### **Kitchen Safety & Sanitation:**

1. Maintain cleanliness and organization of the kitchen, including equipment, utensils, and food storage areas.
2. Adhere to health and safety standards, including safe food handling, cooking temperatures, and sanitation protocols.
3. Ensure all food is stored properly to minimize waste and maintain freshness.
4. Keep workstations clean, sanitized, and organized during and after meal preparation.

#### **Collaboration & Communication:**

1. Work closely with other kitchen staff and shelter team to ensure smooth operations.
2. Communicate any issues with inventory, supplies, or food quality to the Kitchen Manager.
3. Participate in meal planning and preparation based on available ingredients and dietary restrictions.
4. Assist in mentoring and training volunteers, interns, or residents assisting in the kitchen.
5. Assist in Mission Catering events and occasionally attend Mission Catering outreach events.

#### **Meal Service & Distribution:**

1. Assist in plating and serving meals during designated meal times.
2. Help ensure all meals are distributed efficiently to shelter residents.

3. Maintain a positive and respectful attitude when interacting with shelter residents.

#### **Inventory Management:**

1. Assist in tracking food inventory and reporting low stock or needed supplies.
2. Help with receiving food deliveries and properly storing items.
3. Work to minimize food waste and ensure the efficient use of resources.

#### **Special Dietary Needs:**

4. Be aware of and accommodate special dietary restrictions or preferences (e.g., vegetarian, gluten-free, diabetic).
5. Assist in preparing modified meals to meet the health needs of residents.

#### **Qualifications:**

1. Previous experience as a cook, line cook, or in a food service role is required.
2. Ability to work in a fast-paced, high-volume environment.
3. Knowledge of food safety and sanitation practices.
4. Ability to follow recipes, maintain portion control, and prepare meals for large groups.
5. Compassionate and patient with individuals experiencing homelessness, and a strong desire to make a positive impact in the community.
6. Strong communication skills and ability to work effectively with a diverse team.
7. Flexibility and ability to handle changing meal plans or unexpected challenges.
8. Ability to lift and move heavy objects (up to 50 lbs) and stand for long periods.

#### **Additional Requirements:**

1. Ability to pass a background check. CPR/First Aid certification (preferred but not required).
2. Flexibility with shifts, as some evenings, weekends, and holidays may be required.
3. Additional duties as assigned by Kitchen Manager or Operations Director.

#### **Work environment:**

Working with homeless individuals and volunteers on a daily basis. Working with individuals with criminal backgrounds. The kitchen can get warm, especially during busy meal preparation periods. Adequate ventilation is provided, but the temperature may fluctuate based on cooking equipment in use. The kitchen is often noisy due to the sounds of cooking equipment, dishwashing, and staff communicating with one another. Some areas of the shelter may also experience high foot traffic during meal times. The kitchen is typically designed for efficient use of space, but may be crowded during busy shifts. Team members must be able to work in close proximity to one another and coordinate tasks effectively in a shared workspace.