



Job Description

ASSISTANT COOK

DEPARTMENT: Operations
REPORTS TO: Director of Operations
HOURS/STATUS: Per diem

Willow Domestic Violence Center is a dynamic and collaborative work environment comprised of dedicated and supportive professionals who care about making our community a better place. Founded in 1978 as Alternatives for Battered Women, our agency has grown to serve as a leading-edge resource and provider in the field of domestic violence services. Join our team to help fulfill our vision of a community free from domestic violence, where healthy relationships thrive.

JOB SUMMARY

The Assistant Cook supports the Dining Services Lead and Cook by working with or in place of them as needed. The Assistant Cook interacts regularly with residents and their families to meet their dietary needs. The Assistant Cook works to ensure a continuous operation of the kitchen. Reporting to the Director of Operations, the Assistant Cook has an important role as a per diem resource and member of the Willow Domestic Violence Center team. He or she is responsible for the day-to-day food service requirements for the emergency shelter, prepares and serves the daily meals, and ensures high standards of quality in food preparation, appearance, and appeal. He or she is responsible for maintaining and ensuring that health, safety and hygiene standards in food service are practiced and maintained.

ESSENTIAL DUTIES AND RESPONSIBILITIES

FOOD SERVICE OPERATIONS

- Exhibits a caring and patient behavior towards all residents.
- Assists in managing the routine preparation, cooking, and serving of food for 50 residents.
- Assists in developing menus to reflect healthy, balanced meals to meet a range of dietary needs.
- Prepares meals in order to have meals ready to serve at scheduled times.
- Assists in developing regular menus and follows standard recipes for food preparation; tests cooked foods to determine if properly cooked and seasoned, as well as for appetizing appeal.
- Prepares the quantities of food required with a minimum of waste.
- Maintains the kitchen, dining area, food storage, work areas, equipment, dishes and utensils in a safe and sanitary manner.
- Demonstrates the ability to use, maintain, and clean kitchen equipment.
- Makes recommendations and plans to enhance kitchen operations.
- Performs other duties of a similar or related level as necessary or assigned.

EDUCATIONAL AND SUPPORT SERVICES

- Assists in engaging residents in meal preparation.

INTERPERSONAL AND ORGANIZATIONAL SKILLS

- Demonstrates positive interactions with all Willow clients, staff and community members using a trauma-informed approach.
- Attends and participates in required Agency meetings and trainings.
- Demonstrates the ability to manage stress and to appropriately deal with challenges, changes, and crises occurring in the workplace.
- Safeguards the privacy of clients, staff, families, and all other stakeholders in every aspect of performing the job.
- Maintains confidentiality regarding all shelter and business activities, and completes all job responsibilities in an ethical and culturally-competent manner.
- Complies with all other Agency policies.

OTHER ESSENTIAL DUTIES

- Must be able to lift packages or supplies weighing up to 50 pounds.
- Must be able to move about designated service areas to access ingredients and supplies.
- Must be able to routinely perform the manual labor associated with food preparation and service for large groups, and to stand for long periods of time.

QUALIFICATIONS

- Minimum of a high school education; Associate's Degree in Food Service or a related field preferred.
- At least two years of professional food service experience preferred.
- Basic math skills.
- Excellent oral and written communication skills.
- Adaptability and flexibility.

HOW TO APPLY

Submit cover letter and resume by mail, email or fax:

◦Mail: P.O. Box 39601, Rochester, NY 14604

◦ Email: HR@willowcenterny.org

◦Fax: 585.232.3501

Please state the name of the position you are applying for in the subject line of your email.

No phone calls please.

Willow Domestic Violence Center is an Equal Opportunity Employer