



Open Door

Lead Cook

JOB TITLE: Lead Cook

DEPARTMENT: Kitchen

REPORTS TO: Food Service Manager

STATUS: FT
Non Exempt

SUMMARY OF POSITION: The Lead Cook will be responsible for all food items prepared in the kitchen, assuring meals of excellent quality and presentation, ample quantity, served hot and on time. Responsible for maintaining a sanitary food service department. Will also organize and lead volunteers and work with guests.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Prepare food for meals while on duty as directed by the Food Service Manager, in accordance with established menu.
- Keep track of all food inventory
- Effectively utilize food resources to avoid waste.
- Inform, instruct and monitor Volunteers assigned to the kitchen.
- Coordinate with dining room staff and other departments to ensure prompt and cheerful service to guests.
- Maintain refrigerators and freezer organization
- Support organizational safety program by monitoring employees and volunteers working in the department in safety procedures.
- Assist the Food Service Manager with special events.
- Maintain a positive attitude with staff, guests and volunteers.
- Work with Community Relations Coordinator to schedule volunteers for the kitchen.
- Able and willing to de-escalate people or situations, both verbally and physically.
- Minister to guests in cooperation with program staff.
- Fill in in the dining room doing devotionals, supervising, etc.
- Accept donations from walk-ins.
- Some stairs and lifting is required.

ESSENTIAL SKILLS:

1. Committed Christian with a commitment to and a passion for impacting change in the lives of the homeless, addicted, and disenfranchised. Be a consistent witness for Jesus Christ; Possess and demonstrates excellent integrity.
2. Able and willing to share the gospel of Jesus Christ and promote the vision of Open Door through building relationships with others and offering an opportunity for them to participate.
3. Good communication skills (written and oral).
4. Skilled planner with strong organizational skills and ability to multi-task
5. Willing to assist with projects in a group or independently

6. Computer literate: proficient with Microsoft Office programs, especially Word and Excel, and internet
7. Ability to diffuse and de-escalate situations
8. Demonstrates a courteous and Christ-like manner with internal and external partners.
9. Agrees with and carries out responsibilities in accordance with the Mission's policies that are included in the Open Door Mission Directives, Code of Conduct, Statement of Faith, and Mission Statement.
10. Presents a history of stable and responsible employment.
11. Possesses the ability to work effectively with others in a positive, cooperative manner.
12. Willingly signs a confidentiality agreement.
13. Must be in agreement with the goals and objectives of The Open Door Mission.
14. Valid NYS Driver's License

WORKING CONDITIONS/PHYSICAL FACTORS:

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|---|----------------------------------|----------------------------------|
| <i>Occasionally: 1-33%</i> | <i>Frequently: 34-65%</i> | <i>Continuously: 66%+</i> |
| <ul style="list-style-type: none"> ▪ Lifting up to 75lbs – <i>Occasionally</i> ▪ Climbing stairs - <i>Frequently</i> ▪ Walking, bending, sitting at computer, standing, reaching on a rotational basis - <i>Frequently</i> ▪ Requires working with a diverse population, many of whom struggle with homelessness, addiction and mental illness – <i>Continuously</i>. ▪ Environment may be odorous due to lack of personal hygiene and intoxication of guests – <i>Frequently</i>. ▪ Requires a sustained level of high energy, stamina, and the ability to move about all of the facilities on a regular and ongoing basis –<i>Frequently</i> ▪ Hear, speak and see clearly - <i>Continuously</i> | | |

EDUCATION/EXPERIENCE:

- High School graduate
- Experience working with diverse populations
- Previous experience working in facilities, operations, hospitality or food services
- ServSafe certified

Requirement:

The Open Door is a privately funded 501(c)3 Christian ministry outreach of Servants of the Word, Inc. and is dedicated to serving the hunger needs of our community without regard to race, color, creed or sexual orientation. Our designated purpose is religious. We consider every position to be essential in the fulfillment of our ministry and Mission Statement. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in the ministry activities of Open Door;
- Subscribe to The Open Door Statement of Faith and Qualifications for Employment upon hire and continuously while employed;
- Adhere to The Open Door Employee Handbook.

My signature below acknowledges that I have read and understand the job description as described herein. I understand that this job description is not all-inclusive and that employment is at-will.

Signature	Printed Name	Date
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