



The Salvation Army – Western Division Job Description

TITLE	Cook
DEPT	Inflection Point
FLSA STATUS	Non-Exempt
REPORTS TO	Kitchen Supervisor
DATE	March 2023

The Salvation Army Mission: The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

Summary/Primary Purpose: To prepare and serve wholesome, nutritious meals primarily using donated food items and stock from the kitchen pantry and freezers.

Essential Duties and Responsibilities:

1. Prepare a weekly/monthly menu for lunch and dinner, based on inventory.
2. Responsible for inventories of Kitchen Pantry, refrigerators and freezer items to include rotation of stock and placing food orders.
3. Coordinate daily food preparation and serving in a manner consistent with Health Department food preparation, sanitation and safety standards.
4. Maintain a sanitary working environment in all areas including: Kitchen, Dining Room, Storage Rooms, walk in/reach in refrigerators and freezers.
5. Maintain proper food storage procedures according to Health Department guidelines for cold and dry storage, including proper storage of leftover foods.
6. Ensure volunteers and other employees maintain safe and sanitary conditions during prep, serving and storage of food.
7. Preparation of required statistical and financial reports (gifts in kind)
8. Report needed maintenance issues to kitchen supervisor or Inflection Point Administrator.
9. All other duties as assigned.

Supervisory Responsibilities: none

Education and/or Experience: Experience in the related field of one to three months are greatly encouraged.

Qualifications: The requirements listed below are representative of the minimal knowledge, skill, and/or ability required for this position.

1. Ability to be flexible and able to work on multiple projects or tasks simultaneously
2. Knowledge of basic tools, cleaning equipment and cleaning products.
3. Basic computer skills with ability to access payroll, timekeeping and personal data via a web-based system.
4. Attention to detail and creative problem-solving skills.
5. Strong independent judgement.

6. Preferred cooking experience

Other Qualifications: Must pass all applicable background checks.

Certificates, Licenses, Registrations: Must successfully complete Safe from Harm training within 90 days of hire, as established by The Salvation Army and Serve Safe Certification, CPR.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical requirements include: good speaking, hearing and vision ability and excellent manual dexterity. Ability to stand, bend and reach for extended periods of time, dexterity of hands and fingers to operate cleaning equipment. This position will required the ability to lift and/or move more than 50 pounds occasionally.

Working Conditions: The work environment is a kitchen, with exposure to varying temperatures and noise levels.

All employees recognize that The Salvation Army is a church and agree that they will do nothing as an employee of The Salvation Army to undermine its religious mission.

Your signature below indicates that you have read and understand the job description and agree to perform the duties as assigned.

Employee Signature: _____ **Date:** _____

Employee's Printed Name: _____