



**Position:** Cook  
**Reports To:** CES Crisis Housing Manager  
**Classification/FLSA:** Full-Time/Non-Exempt

The Cook is responsible for planning and providing nutritious meals to all residents on a daily basis, ensuring food purchased is fresh and within budget and ensuring all health and safety and environmental health standards are achieved and maintained. Schedule will include evening, weekend and holidays.

### **ESSENTIAL FUNCTIONS:**

- 1) Prepare, cook and present well-balanced meals to the highest quality incorporating, cultural and dietary needs of residents.
- 2) Keep accurate records of meals, food purchasing records and daily, weekly and monthly meal reports.
- 3) Prepare a weekly menu and post as contractually required.
- 4) Ensure that a good standard of hygiene and cleanliness is maintained throughout the kitchen, to meet the required standards of practice prescribed by Environmental Health Agencies (City and County of Los Angeles)
- 5) Conform to UBH and contractual food hygiene procedures.
- 6) Ensure all equipment used is well maintained, in good working order and to log any defects and report the manager.
- 7) Maintain a clean and organized work environment (entire kitchen).
- 8) Work closely with the program team and residents to plan menus that reflect needs and preferences.
- 9) Purchase supplies in accordance with the planned menu, and monitoring and controlling the service from suppliers as applicable.
- 10) Ensure all stock ordered is consistent with planned menus that reflect choice and preference.
- 11) Work closely with the Program Manager and Food Pantry Coordinator to ensure that costs are within the budget and meal contractual requirements are met.
- 12) Work closely with the Program Manager to ensure food services are provided to the appropriate standards to residents.
- 13) Maintain and check First Aid equipment within the Kitchen.
- 14) Maintain an accurate stock control.
- 15) Carry out good food management, temperature controls and HACCP documentation according to current Food Hygiene regulations.
- 16) Keep updated with new and current Health, Food and Safety information.
- 17) Participate in staff meetings and in staff training where applicable
- 18) Report and record in the appropriate manner any information considered to be important to the Program Manager
- 19) Other duties as required.

## **QUALIFICATIONS:**

- 1) High School graduate or GED, Associate Diploma preferred.
- 2) Experience working with homeless families population.
- 3) Previous catering experience within a commercial or business setting.
- 4) Food Hygiene Certified – Level 2 preferred.
- 5) First Aid Certified.
- 6) California Food Preparation and Food Handler certified.
- 7) Knowledge of cleaning procedures.
- 8) Ability to maintain clear personal and professional boundaries.
- 9) Ability to work effectively in constantly changing and sometimes demanding or chaotic environment.
- 10) Experience working with a diverse population, with sensitivity to differences in culture, religion, sexual orientation, race, age, and physical and mental illness.
- 11) Ability to communicate well both orally and in written form, and follow detailed instructions.
- 12) Proficiency in Spanish (preferred).
- 13) Basic computer skills including used of Windows Office Suite programs.

## **TO APPLY:**

To be considered for a position, email resume to [hr@upwardboundhouse.org](mailto:hr@upwardboundhouse.org). Please be sure to reference **Job Title** in the subject line of your email. Due to the volume of resumes received, no calls or faxes regarding submission will be returned. Your resume will only be routed correctly and considered, if all the qualifications are met.