



## Homeless Services Center Cook

### Reports to: Kitchen Manager

Homeless Services Center (HSC) partners with individuals and families to create pathways out of their homelessness into permanent housing. HSC is a leader in working to end homelessness – and we want you to be part of our team. HSC is looking for individuals eager to make a difference and willing to enthusiastically commit to join in our vision that homelessness in Santa Cruz County should be rare, brief and non-recurring.

### Job Description

Prepare meals for residents of the Homeless Services Center that are served daily. This position frequently works alongside volunteers and is expected to be totally immersed in the day-to-day operations involved with running an institutional kitchen while practicing safe food handling standards and procedures.

### Job Duties:

- Preparing, cooking and serving meals. Food prepared must meet quality and Serve-safe standards for taste, temperature (doneness) and visual appeal.
- Use all equipment in a safe manner according to proper procedures – stove, tile skillet, kettle, convection ovens, can openers, knives, steam tables, ice wands, trash compactor, carts)
- Organizing storage rooms, food racks, sorting, labeling and dating and properly rotating food in coolers and freezers is imperative.
- Taking inventory and checking orders that arrive from the warehouse.
- Working closely with and assigning tasks to volunteers.
- Good communication skills, you will need to communicate clearly to the next shift what is needed and what you have finished.
- Following opening and closing procedures (i.e. ovens turned off, doors locked, all food properly stored, swept and mopped, sanitized counters, no dirty dishes.)
- Maintaining and following cleaning and sanitizing protocols to ensure a safe environment
- Possess the ability to problem solve, but cannot be afraid to ask for help.
- Other duties as assigned

### Qualifications:

- Ability to communicate effectively in written and verbal formats
- Must possess basic computer skills
- Must be able to operate kitchen equipment properly
- Must possess excellent organizational, time management and customer service skills.
- Must possess a valid California driver's license
- Minimum of 1 year of prior institutional cooking experience (school cafeteria, prison, shelter) preparing food for large volumes of people preferred
- Must be Serve-safe certified
- Preferred 1 year of culinary school or equivalent experience.

**Physical Demands:**

In general, the following physical demands 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 allow differently-abled individuals to perform the essential functions of the job.

- Must be able to lift 50 lbs.
- Requires regular standing, walking, sitting, crouching, stooping, and communicating
- Requires manual dexterity for regular repetitive finger motion and frequently reaching, pulling, pushing and lifting of objects and operating equipment
- May be exposed to handling hazardous materials such as broken glass

**Hours:**

Part-time and full-time positions available. Health Insurance and PTO benefits begin after 90-day introductory period for full-time positions (30 hrs./week or more). Shifts available vary.

**To Apply:**

Please email a cover letter and resume to [recruiter@santacruzhs.org](mailto:recruiter@santacruzhs.org). No phone calls or faxes. HSC is an Equal Opportunity Employer.

Please apply via email or in person with cover letter and resume.