

On-Call Meals Program Cook

Job Title: On-Call Meals Program Cook

Type: Hourly (Non-exempt)

Department: MPX

Supervisor: Meals Program Manager

Introduction

Berkeley Food and Housing Project (BFHP) has a clearly stated mission and purpose: to ease and end the crisis of homelessness in our community. Since 1970, BFHP has been working to ease and end the crisis of homelessness in our community. Our diverse programming provides a continuum of care to accommodate a broad spectrum of specialized needs.

This position provides key support to our meals program at our Alameda County locations primarily focusing on preparing meals and working with the Meals Program Manager to complete all tasks related to meeting our shelters' and soup kitchen's food needs.

Requirements

Work within the framework of BFHP's Code of Conduct. Must have and maintain clean DMV record, a valid driver's license, fingerprint clearance, TB test clearance, CPR and First Aid Certification.

- Responsibilities Perform all functions related to food preparation for BFHP programs.
- Work with the Meals Program Manager in the ordering of supplies, menu planning and adjusting menus as necessary to utilize food donations.
- Ensure proper safety and sanitation in food preparation and maintain cleanliness of kitchen at Dwight Way
- Deliver meals as needed, using agency van, to BFHP sites.
- Attend program and agency meetings.
- Assist with preparation of monthly and quarterly statistics and program reports

Perform all tasks necessary for hosting and serving our Community Meal, including but not limited to set up/breakdown, coordinating volunteers, serving food, light janitorial, and security.

- Assist with inventory (organizing, receiving) and program statistics and reports.
- Perform other related tasks as required by your supervisor.

Organizational Responsibilities

- Work within the framework of BFHP's Code of Conduct.
- Conduct business in accordance with the Employee Handbook, exercising sound judgement and serving the best interests of the Agency and the community.



- Commit yourself to treating each community member with respect and dignity.
- Exercise responsibility appropriate to the positions and delegated authorities.
- Be responsible to everyone else, the Agency and its stakeholders, both for your actions and your decisions not to act.
- Maintain confidentiality regarding clients, personnel and other internal agency affairs

Qualifications

High School Diploma or GED equivalent.

- Valid California driver's license and clean driving history.
- Knowledge of food safety procedures. Possession of a valid California Food Handler's Certification is preferred but not required.
- At least one year of food experience in a high volume kitchen, preferably as a cook
- Ability to communicate effectively and maintain a calm demeanor in stressful situations.
- Capable of working independently and as part of a team.
- Understanding of and sensitivity to issues related to homeless, low income, mentally disabled, and chemically dependent persons.
- Ability to maintain a professional attitude and appearance, possess customer-friendly behavior, and the willingness to adapt to immediate changes in the workplace.
- Excellent written and oral communication skills.
- Ability to safely drive agency vehicles, including large cargo van.
- Proficiency on PC computer systems including Microsoft Office and Excel, or ability to learn.

Physical Requirements

The employee is regularly required to use hands to type, handle, feel

- The employee is frequently required to climb stairs, walk, sit, talk and hear.
- The employee is regularly required to stand, stoop, kneel, crouch or reach
- The employee must occasionally safely lift and/or move up to 50lbs.
- Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Job Type: Part-time

Salary: \$15.00 to \$17.00 /hour