



3225 Adeline Street, Berkeley, CA 94703
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Job Title: On Call Cook

Job Classification: Temporary, On Call, Non-Exempt

Department: Meals Program

Reports to: Program Manager

Company Overview

Celebrating its 50th anniversary in 2020, Berkeley Food and Housing Project (BFHP) has a clearly stated mission: *to ease and end the crisis of homelessness in our communities*. Every program in each region; Alameda County, Contra Costa County, Solano County, Sacramento County, San Joaquin County and Amador County, supports this mission and everyone who works for or on behalf of BFHP understands and is dedicated to this mission and purpose. With programs ranging from free meal service to permanent supportive housing, BFHP provides a continuum of care to accommodate a broad spectrum of specialized needs. The Agency's mission is responsive to the constituency and communities served by it and of value to the society.

Position Summary

Under supervision of the Program Manager, the Cook provides key support to our meals program at our Berkeley locations, primarily focusing on preparing meals and completing all tasks related to meeting the food needs of our clients.

Essential Duties and Responsibilities

- Cook daily meals.
- Ensure proper safety and sanitation in food preparation and serving.
- Assist in delivering meals to agency sites as needed.
- Wash dishes, clean kitchen and food storages areas, and complete other cleaning tasks as needed.
- Assist with inventory (ordering, receiving, organization) and program statistics (collecting and reporting).
- Coordinate with shelter manager and resident advocates to assess program needs and provide support.
- Perform all tasks necessary for hosting and serving our Community Meal, including but not limited to setup/breakdown, directing volunteers, serving food, light janitorial, and security.
- Attend and participate in all assigned program and external meetings.
- Complete the Privacy and Security training and all other assigned staff trainings.
- Maintain confidentiality regarding clients, personnel and other internal agency affairs.
- Work within the framework of the BFHP's Code of Conduct.
- Be responsible to other staff, clients, BFHP and its stakeholders, both for your actions and your decisions not to act.
- Conduct business in accordance with the Team Handbook, exercising sound judgment and serving the best interests of BFHP and the community.
- Commit yourself to treating each community member with respect and dignity.
- Perform other tasks as assigned by supervisor.



Qualifications, Skills and Abilities

- High School Diploma or GED.
- Commitment to serving homeless individuals. Prior experience working with homeless clients is highly preferred.
- Knowledge of food safety procedures and possession of CA Food Handler's Certification.
- At least one year of food prep or cooking experience, high volume experience preferred but not required.
- Knowledge of PC Computer systems and Microsoft Office (work, excel) or ability to learn.
- Ability to interact in a supportive and professional manner with staff and clients of diverse cultural and economic backgrounds.
- Good written and oral communication skills.
- Good conflict resolution skills.
- Ability to meet deadlines and complete multiple tasks in a timely manner.
- Capacity to work independently and as part of a team.
- Ability to maintain professional conduct, attitude and appearance at all times.

Special Requirements

- Must have a valid driver's license and clean DMV record.
- Must be able to obtain background check clearance.
- Must obtain and maintain First Aid and CPR certification.

Physical Requirements

While performing the duties of this job, the employee is

- Regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms.
- Frequently required to stand, walk, sit, climb stairs, talk, hear, and see clearly.
- May be occasionally required to stoop, kneel, or crouch.
- Must be able to lift or move up to 50 lbs.

I have received a copy of my job description and understand all of my responsibilities.

Staff Signature

Date