



# Yakima Union Gospel Mission Job Description

Shift Lead Cook	Job Purpose
<b>Department:</b> Client Services / Meal Services	This position is responsible for leading a shift for meal preparation: cooking meals, mentoring work therapy clients, involving volunteers, and encouraging our guests as we minister lovingly through food and relationships.
<b>Location:</b> 1300 N 1 <sup>st</sup> St Yakima, WA 98901	
<b>Reports to:</b> Meal Services Manager	
<b>Classification:</b> Non-exempt, Regular Full-time	
<b>Salary Grade:</b> B	

## Union Gospel Mission Purpose, Vision, and Value Statement

Our mission is to follow Christ in helping people move from homelessness to wholeness, so that every homeless person in Yakima County has the opportunity for permanent life transformation in Jesus Christ.

All Mission programs and services are based on Christian values and a commitment to quality. Clients are our primary focus; love, professionalism, and outcomes are our core values. Relationships are the context, the engine, and the reward of the change we exist to produce.

## Essential Personal Qualities / Core Values

To perform the job successfully, an individual should demonstrate the following competencies:

**LOVE**

- Improves the reputation of Christ by personal interactions with others.
- Remains relationally available, present, and authentic in all contexts.
- Demonstrates genuine and sacrificial care for the wellbeing of others.
- Pursues God personally, relationally, emotionally, and intellectually.

**PROFESSIONALISM**

- Is consistently at work, meetings, and appointments and on time.
- Meets deadlines and fulfills commitments with thorough follow-through.
- Proactively measures work to ensure learning, improvement, and success.
- Communicates effectively in written form.

**OUTCOMES**

- Constantly pursues growth, learning, and improvement.
- Thinks creatively, strategically, and spiritually.
- Regularly sought by others for input and value.
- Maintains mission-clarity and a godly example under stress.
- Sets a godly example for staff and clients.

## Duties and Responsibilities

### Culture Work

- Establish professional, caring, strengths-based relationships built on truth, respect, encouragement, and trust.
- Maintain a high level of integrity in modeling and promoting the Mission's Christian culture, core values, policies, and procedures.
- Minister to our clients, showing them kindness and grace.

### Shared Work

- Model the three virtues of an ideal team player: humble (motivation), hungry (passion), smart (emotional intelligence).
- Work in a supportive capacity with the Meal Services Manager/Director and co-workers to solve departmental challenges and accomplish shared goals in pursuit of established priorities.
- Receive and share program information and work collaboratively with other members of the Client Services team and other departments to support mission accomplishment and client experience.
- Be available to fill in for co-worker vacations and sickness as needed and requested, if possible.
- When interpersonal conflict occurs, go directly to the staff member involved or, in the case of volunteer conflict, to the Meal Services Manager. The Meal Services Manager is always available for coaching in conflict situations.

### Individual Work

#### *Spiritual Impact*

- Serve in this role as a minister of Christ, demonstrating the calling, character and competencies of a person who seeks to faithfully follow Jesus, stay in step with the Holy Spirit, and honor the Father. Carry out these responsibilities with the heart of a chaplain, spiritually caring for all those in your sphere of influence, including staff, clients, volunteers, and community partners.

*“Therefore, if anyone is in Christ, the new creation has come. The old has gone, the new is here! All this is from God, who reconciled us to himself through Christ and gave us the ministry of reconciliation: that God was reconciling the world to himself in Christ, not counting people's sins against them. And he has committed to us the message of reconciliation. We are therefore Christ's ambassadors, as though God were making his appeal through us.”*  
*2 Corinthians 5:17-20a NIV*

- Look for opportunities to lead others in prayer, counsel from God's Word, and model what it looks like to know God and experience His love and leadership.

#### *General Hospitality Leadership*

- Set an example as one who serves our clients with Christ-like hospitality and encourage others to do the same.
- Prepare meals for our guests while maintaining an orderly, clean kitchen.
- Lead others in working together to complete set-up, food preparation, and serving meals on time as scheduled.
- In dining spaces, clean up after every meal served, ensuring tables are wiped down and clean and the room is reset.



## Yakima Union Gospel Mission Job Description

- Work together with Pantry staff to get our supplies to the kitchen; assist other cooks to transport food from the distribution warehouse to the kitchen as time allows.
- Take laundry, cardboard, and garbage out at the end of each shift.
- Work as scheduled by the Meal Services Manager or Director.

### *Work Therapy Clients/Volunteers/Guests*

- Ensure that a staff member is always present to supervise and mentor whenever meals are being prepared and provided by volunteers or program clients, recognizing that work therapy is for client therapy and healing, not for free labor.
- Train and mentor all program clients present for work therapy, helping each one learn he/she has value and can value others by redirecting difficult emotions. The kitchen is a learning laboratory.
- Work with therapy clients and volunteers to clean up and sanitize daily for pest control.

### *Other*

- Complete all reports as directed by the Meal Services Manager or Director (meal counts, inventory, hours worked, volunteers, etc.).
- Assist with special, planned events that are served by the Meal Services team as scheduled.
- Attend as requested or required all YUGM trainings and meetings scheduled by the management team to keep current on any policy changes, new procedures, and other information essential to performing the job.
- Other duties as assigned in support of YUGM's mission and values.

## Reporting and Direct Reports

- Reports to Meal Services Manager or Director

## Qualifications

- Cooking knowledge, and experience in cooking for large groups of people.
- Yakima county food-handlers permit (current).
- Strong organizational, customer service, and interpersonal skills, and the ability to maintain confidentiality are required.
- Ability to work independently under the pressure of deadlines, interruptions and changing priorities while maintaining a strong attention to detail. Reliable, resourceful, flexible.
- Ability to work alongside and/or supervise volunteers and clients representing a variety of backgrounds - cultural, economic, and addiction recovery.
- Excellent written and verbal communication skills.
- Valid WDL, good driving record, proof of insurance.
- Demonstrated personal and work ethic reflecting YUGM's Core Values of Love, Professionalism and Outcomes.



# Yakima Union Gospel Mission Job Description

## Working Conditions

- The primary duties of this position are performed in a well-lighted, temperature-controlled environment. The noise level in the environment is usually moderate. May also be required to be outdoors in inclement weather and work irregular hours.

## Physical Requirements

- Sit and review information on a computer screen or on paper for extended periods
- See and hear
- Speak English clearly and fluently
- Walk from one location to another stocking kitchen with food.
- Walk, climb, balance and stoop, reach with hands and arms, use hands to finger, handle or feel.
- Lift up to 50 lbs

<b>Staff Signature:</b>	
<b>Print Staff Name:</b>	
<b>Supervisor Signature:</b>	
<b>Print Supervisor Name:</b>	
<b>Date:</b>	