



# Cook

## Job Description

**JOB TITLE:** Cook  
**REPORTS TO:** Operations Director

**DEPARTMENT:** Operations  
**BFOQ:** Faith-aligned/Christian  
**STATUS:** Non-Exempt

**ORGANIZATION:** Bread of Life Mission is a non-denominational, Christian, social services organization, which provides critically needed goods and services to the homeless, poor, and needy of Washington State without regard to race, color, sexual orientation, creed, national origin, or religion. BOLM staff works to bring hope, healing, and recovery to Seattle's homeless through a Christ-Centered approach, impacting Seattle one life at a time. Every position is essential to the fulfillment of our ministry purpose.

**SUMMARY OF POSITION:** Responsible for all food production for Bread of Life Mission (BOLM). Develop menus, food purchase specifications, and recipes. Responsible for training and supervision of staff and volunteers in foodservice areas. Develops and monitors food budget for the department. Maintains the highest professional food quality, nutrition, and sanitation standards. BOLM is a faith based 501(c)(3) charitable organization that exists to transform lives in a spiritual environment that is both compassionate and disciplined.

### DUTIES AND RESPONSIBILITIES:

- Demonstrate BOLM values in performance of all duties.
- Responsible for all menu development for all food production.
- Work with the Operations Director to schedule and coordinate staffing for the kitchen and dining room.
- Assure that food preparation is healthy, safe, clean, appealing, and within budget.
- Approve the requisition of products and other necessary food supplies.
- Ensure high standards of sanitation, cleanliness, and safety at all times.
- Establish controls to minimize food and supply waste, as well as proper management of both purchased and donated foods and products.
- Safeguard all food preparation employees and volunteers by implementing training to increase their knowledge about safety, sanitation, and accident prevention.
- Develop standard recipes and techniques for healthy, high quality food preparation and presentation, minimize food costs and maintain portion control for all items served.
- Develop health-conscious nutritional plans and implement culturally appropriate nutrition strategies. Plans for meals must include diabetic, heart healthy, gluten free, vegetarian, and low sodium.
- Work with Operations Director and Finance Dept. to prepare necessary data for applicable parts of the budget; project annual food and other costs and monitor actual financial results; take corrective action as necessary to help assure that financial goals are met.
- Cook or directly supervise the cooking of items that require skillful preparation.
- Interact with mission leadership to assure that food production consistently exceeds expectations.
- Work with Operations Director to maintain a regular cleaning and maintenance schedule for all kitchen areas and equipment.
- Provide training for clients and volunteers working/serving in the kitchen and dining room.
- Occasionally cook for catered events held by BOLM.
- Perform other duties as assigned.

### CORE COMPETENCIES:

- Have a personal relationship with Jesus Christ and be able to share the gospel with others through words and deeds.
- Able to maintain a positive, professional, Christ-like manner with all donors, staff, guests, and volunteers.
- Must agree with and work towards achieving the goals and objectives of Bread of Life Mission.
- Agrees with and carries out responsibilities in accordance with the Mission's policies that are included in Bread of Life Mission Directives, Code of Conduct, Statement of Faith, and Mission Statement. Willingly sign a confidentiality agreement.
- Adaptable, resilient, and calm under stress.
- Knowledge of and familiarity with food operations and service: menu planning, food handling, etc.

- Able to teach and motivate others – articulate and patient.
- Able to effectively prioritize, make decisions quickly that are sound – exercise good judgment.
- Adaptable, creative, takes initiative and exhibits good leadership.
- Good mathematic, reading, and writing skills.
- Computer literate – proficient in Word, Excel, internet, and email applications
- Strong organizational and planning skills
- Stewardship mindset, excellent manager of time and resources, detail oriented
- Able to meet deadlines and standards.
- Reliable, trustworthy, and open to learning new ways of doing things and enhancing existing skill set.

#### **EDUCATION/EXPERIENCE:**

- Degree or Certification in Culinary Arts or Nutrition preferred.
- The ability to lead, work in a team setting, and work independently.
- Minimum three years of experience as a lead cook in a food service establishment
- Minimum five years of previous food preparation experience
- Previous experience working with homeless, addicted, mentally ill, desirable.
- Serve Safe licensed or able and willing to get within 90 days of hire.

#### **WORKING CONDITIONS/PHYSICAL FACTORS**

The employee is regularly in a typical foodservice environment with adequate light and moderate noise levels.

- May require bending, lifting, and carrying (up to 75 lbs.) – *Frequently*.
- Climbing stairs – *Frequently*
- Standing for extended periods of time – *Continuously*
- Able to think, read, speak, see, and hear – *Continuously*.
- Walking, bending, sitting at computer, standing, reaching on a rotational basis – *Frequently*.
- Requires working with a diverse population, many of whom struggle with homelessness, addiction, and mental illness – *Continuously*.
- The environment may be odorous due to lack of personal hygiene and intoxication of guests – *Frequently*.
- Requires a sustained level of high energy, stamina, and the ability to move about the facilities on a regular and ongoing basis – *Continuously*.
- Hear, speak, and see clearly – *Continuously*.

**The Cook is required to perform all the above on an on-going and rotational basis with *frequent consistency*.**

*Occasionally: 1-33% Frequently: 34-65% Continuously: 66%+*

#### **REQUIREMENT:**

Bread of Life Mission is a privately funded 501(c)3 Christian ministry. It is the policy of Bread of Life to grant equal opportunities for employment to all qualified persons without regard to age, race, color, national origin, military, gender, genetic characteristic, marital status, unemployment, domestic violence, or any other applicable grounds prohibited by law. Our designated purpose is religious. We consider every position essential in the fulfillment of our ministry and Mission Statement. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in the ministry activities of Bread of Life.
- Subscribe to Bread of Life's Statement of Faith and Qualifications for Employment upon hire and continuously while employed.
- Adhere to the Bread of Life Employee Handbook.