

Central Iowa Shelter & Services Employment Opportunity

Position Title: Cook

Schedule: Monday – Friday, weekends and evenings as needed

Classification: Full-Time, Non-Exempt

Office Location: 1420 Mulberry Street, Des Moines, IA 50309

Salary: \$15.00 – \$18.00 | **Pay Level:** I

Reports to: Kitchen Manager

Travel Requirements: Travel within the community

Position Overview:

The time cook with plan, prepare, and cooks food items for over 250 clients, ensuring the highest quality of service, proper food handling, sanitation and food storage. The cook will also Help keep assist in keeping the kitchen organized and running efficiently.

Note: Individuals with lived experience are encouraged to apply.

Duties and Responsibilities include:

- Prepares meals for over 250 guests.
- Oversees and organizes kitchen stock and ingredients.
- Ensures a first-in, first-out food rotation system and verifies all food products are properly dated and organized for quality assurance.
- Verifies that food storage units all meet standards and are consistently well-managed.
- Responsible for kitchen stations.
- Track and record temperatures in refrigerators and freezers.
- Greet meal providers and assists them with any needs they have.
- Responsible for daily cleaning of the kitchen including but not limited to cleaning and sanitation of work areas, equipment, utensils, and dishes.
- Assist with the deep cleaning schedule of equipment (i.e. vents, dishwasher, fryer).
- Fill in for coworkers when needed.
- Performs other duties as assigned.

Qualifications:

- Strong critical thinking, analytical and problem-solving skills
- Must have a valid, in-state driver's license
- Organized and detail-oriented
- Excellent time management skills, attention to detail and, high energy with focus to complete tasks on time.
- Ability to maintain a quality workplace in a diverse, fast-paced and changing environment.
- Ability to work independently as necessary.
- Ability to navigate different personalities.
- Must be flexible in developing personal work schedules.

- Communication and Interpersonal skills: develop and maintain effective relationships with others; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

Education and Experience:

- High School Diploma or GED required
- 2+ years' experience in nutrition or comparable experience.
- Safe Serve Certification (or ability to obtain certification within 30 days of hire).
- Proven success in meeting and exceeding performance goals.
- Experience working in a team environment.

Physical requirements and work environment:

- While performing the duties of this job, the employee is regularly required to use hands and fingers, feel, talk and hear.
- The employee is frequently required to sit, stand, kneel and walk.
- Ability to lift 50lbs
- Work will be performed either in an office environment, kitchen or in the field.
- Must be willing to travel as needed to perform job requirements.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position

Benefits:

Participation in company health insurance plans, long term disability, short term disability, life insurance, personnel time off and the opportunity to purchase dental and vision insurance.



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Central Iowa Shelter & Services is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.