

## **Job Description – Cook**

**Shepherd's Table – Silver Spring, MD**

**Classification: Hourly \$20-23**

**Job Type: Full-time (40 hours/per week)**

**Reports To: Lead Chef**

**Supervises: None**

**Date: July 2023**

**Application Instructions: Email resume and cover letter to Christina Moore at [cmoore@shepherdstable.org](mailto:cmoore@shepherdstable.org)**

### **Position Summary:**

The Cook is responsible for providing support to the kitchen, ensuring that hot, nutritious meals are prepared and served at Shepherd's Table 365 days a year. They are also responsible for working closely with the Program Assistant and Security Officers to provide a welcoming and safe environment for all our meal guests and volunteers. In addition, the Cook is responsible for assigning tasks to volunteers and maintaining a clean, organized, healthy food service area always. They must follow all food service regulations and County health code requirements. Upward mobility is highly likely in accordance with exemplary performance.

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### **Essential Duties & Responsibilities**

#### **Meal Preparation and Service**

- **Provides support to Chef on duty, ensuring that hot, nutritious meals are prepared and served each day**
- **Ensures meal guests receive warm hospitality with each meal service**
- **Ensures that meal service policies are followed**
- **Ensures that the dining room is a safe and welcoming environment for meal guests and volunteers**
- **Helps support security personnel during mealtimes**
- **Performs post meal cleaning in kitchen, dining room, dish room and hallway**
- **Ensures that the kitchen/equipment/food/staff/volunteers are fully in compliance with health regulations during his/her shift**
- **Ensures that food deliveries are stored and rotated for current and future use.**

- Ensures the cleanliness of the kitchen, dining room, dish room, kitchen prep room and all food service equipment
- Monitors and responds to Meal Program communications via the telephone and e-mail on a regular basis. Return e-mails within 24-48 hours.
- Assists in the packaging and transport of meals to our two outside distribution sites in Aspen Hill and Riverdale
- Secures the building at the end of food service. Ensures no clients are in the building or on the grounds

### **Personnel Management**

- Greets and supports volunteers throughout the meal prep, service and clean-up
- Encourages volunteers to engage in other service and giving opportunities at Shepherd's Table
- Performs all prep service and clean up duties in absence of volunteers
  - Resource Management
  - Receives, organizes and rotates donations
  - Ensures that health regulations are met at all time
  - Participation in Shepherd's Table fundraising efforts

### **Knowledge, Skills, Abilities**

- Knowledge of food and safe food handling skills
- Valid driver's license and clean driving record
- Compassion for people experiencing poverty and homelessness
- Food safety knowledge
- Ability to work with a diverse population
- Ability to supervise volunteers
- Ability to work independently and as part of a team
- Ability to lift 50 pounds
- High school diploma
- 3 years food service preparation experience
- Food safety certification or ability to acquire it within 30 days of employment

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of normal responsibilities from time to time as needed.

Shepherd's Table is an equal-opportunity employer. All applicants are considered without regard to race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, marital status, veteran status, or any other discriminatory factors prohibited by law.

**Shepherd's Table requires that all employees be fully vaccinated against COVID-19 unless the employee is entitled to accommodation for reasons related to a medical condition, disability, or sincerely held religious belief. Qualified applicants must comply with this vaccine policy as a condition of employment.**