

## **THE SALVATION ARMY SALLY'S HOUSE COOK CAREGIVER JOB DESCRIPTION**

**Position: Cook Caregiver**

**Status: Full Time with benefits**

**Reports to: Management Staff, Program Manager**

**Evaluation: Probationary and annually by Program Manager**

### **Minimum Qualifications**

- Be at least twenty-one years old.
- Have previous cook experience in a commercial kitchen.
- Experience with commercial kitchen equipment operation and care (steamer, convection & conventional ovens, grill, deep fat fryer, industrial dishwasher, walk in freezer & refrigerator, etc.)
- Have a high school diploma or GED.
- Have at least one year of successful experience working with children.
- Have the skills and abilities to work successfully with the challenging behaviors of children in care.
- Have effective communication and problem-solving skills.
- Be able to pass a DSHS criminal background check and a Salvation Army Child Safety background check.
- Be free from communicable diseases as indicated by a TB screening.
- Be emotionally mature and stable in order to provide consistency, structure, and nurturing.

### **Other Requirements**

- CPR/First Aid training.
- Blood borne pathogen/HIV training.
- De-escalation and restraint training.
- TB test.
- Food Handlers permit.
- Child Safety Training
- Monthly staff meeting attendance & trainings.
- Training Tracks – required readings & reports for one year.
- Valid Driver License with the ability to pass a Motor Vehicle Records check and Fleet Safety training.
- Have uninhibited physical mobility in bending and lifting up to 50 pounds.
- Must be able to climb stairs, while carrying items.
- Physical ability to satisfactorily complete all tasks in an efficient manner.
- Be capable of auditory and visual supervision of children.

- Be able to verbally and physically interact with the children in care.
- Sally's House operates 365 days per year; employees are required to work holidays.
- Ability to work with minimal supervision and as directed.
- High personal standards of cleanliness and thoroughness.
- Be available to be on-call to cover other shifts during the week.

## **Areas of Responsibility**

### **Food Service**

- Other Salvation Army programs will need the kitchen, so it is important to maintain both good communication and a good working relationships with other staff.
- To maintain a current 30-day rotating menu system for facility that meets USDA food requirements.
- To setup and maintain an inventory system of all food product. When using items from the food bank, avoid use of foods past their expiration dates and mark foods that are close to expiration so they are always used first.
- To order/shop for all food and cleaning supplies from appropriate vendors.
- To maintain food costs within budgetary requirements.
- To prepare and serve lunch and dinner meals.
- To provide daily meal counts.
- To provide all documentation that is needed for USDA Child Nutrition Program billings.
- To insure that all safety, health sanitation standards are maintained as per the Spokane Health Department requirements, including; the avoidance of cross contaminations, proper use of bleach water, gloves, following guidelines for heating, cooling and maintaining food items to avoid danger zones.
- Provide supervision of all assigned volunteers.
- To maintain and clean all kitchen equipment and supplies.
- Manage, maintain and clean all food storage areas, all freezers and refrigeration equipment and log temperature controls twice daily.
- Responsible for keeping current all logs associated with cleaning and food production.
- Each Friday - prep meals for the upcoming weekend.
- Contact Maintenance Coordinator and Program Manager when repairs are needed in a timely manner.
- Keep pantry and refrigeration area secured when not in use.
- Stock breakfast cart for the following morning and make sure the refrigerator downstairs is stocked with necessary breakfast items (butter, milk, fruit, etc.)
- Stock refrigerator downstairs with condiments and necessary supplies.
- Stock snack cupboards ensuring the correct items are available according to our daily menu.

- Be able to plan ahead each week for the entire week's menu and prep the needed food items in a sanitarily manner.
- Prepare lunch for the Advisory Board meetings, as needed.

### **Policies & Procedures**

- Follow all policies and procedures as outlined in the Sally's House policies and procedures handbook.
- Follow all Child Safety policies and procedures.
- Follow posted schedules unless directed otherwise by a supervisor.
- Report allegations of abuse/neglect to a supervisor and to CPS within 24 hours.

### **Children**

- Communicate program needs & children's needs to supervisors.
- Directly supervise children in care.
- Provide consistency, structure and guidance to the children.
- Actively lead & participate in the children's daily activities including bathing, meal times, sports activities, learning activities, swimming, field trips & tutoring.
- Document children's daily activities.
- Model appropriate social and interpersonal behaviors for the children.
- Assist the children in identifying and meeting their physical needs.
- Follow guidelines for the discipline of children, including proper implementation of the behavior management program.
- Assist children in going to appointments and school as needed by driving, riding along, or walking children to destinations.

### **Facility**

- Clean the facility when needed.
- Do laundry when needed.
- Assist with snow removal when necessary.
- Make sure that the facility remains secure by keeping windows and doors locked and by reporting any security concerns.

### **Staff Member**

- Function as a team member.
- Contribute to a positive morale in the program.
- Develop positive, professional relationships with coworkers.
- Support new employees and practicum students by helping them understand the program and policies and procedures.
- All other duties as assigned.

**Religious Statement**

The Salvation Army is an international, religious and charitable movement – a branch of the Christian Church – showing its love of God and concern for the needs of humanity through a variety of spiritual and social services. The purpose of all its programs is to preach the Gospel of Jesus Christ, disseminate Christian truths, supply basic human necessities, and provide personal counseling and ultimately to accomplish the spiritual regeneration of all persons. I understand that as an employee I represent The Salvation Army & agree to respect and work within its Christian tenets.

**Special Comments**

I understand that I will be covered by Worker’s Compensation Insurance while on the job and agree to cooperate in properly reporting all work-related injuries or accidents.

I further understand that The Salvation Army does not participate in unemployment insurance, and I will not accrue unemployment benefits while working for The Salvation Army.

IS THERE ANYTHING THAT WOULD KEEP YOU FROM MEETING THE REQUIREMENTS FOR THE JOB AS OUTLINED IN THIS DESCRIPTION?

Yes {    }

No {    }

Describe:

Employees Signature\_\_\_\_\_ Date\_\_\_\_\_

Supervisors Signature\_\_\_\_\_ Date\_\_\_\_\_