



## **Cook (Part Time)**

### **Milwaukee Women's Center**

**Job Title:** Cook (Contractor- Part time 20 hours per week)

**Reports to:** Shelter Manager/Operations Manager

**Position Summary:** FSC/MWC Emergency Shelter is a shelter under the division of Community Advocates Inc. that serves women and children who are homeless and victims of domestic violence. The cook for our 24- hour facility is required to have strong organizational and communication skills in order to deliver exceptional service in a shelter environment.

**Required Qualifications:**

- \*High School/GED; or an equivalent combination of education and experience.
- \*Culinary apprenticeship or training preferred within a commercial kitchen
- \*Ability to read and comprehend simple instructions, short correspondence and memos
- \*Ability to create a weekly menu and make changes as needed.

**Specific Duties:**

The cook will work closely with Shelter/Operations Manager with the purchasing and needs of a commercial kitchen area. The cook will plan and develop a weekly menu dependent on available ingredients, cook nutritional meals and clean afterwards. All storage and labeling must also be ensured by Cook. Tasks will include baking, roasting and braising of meats, preparing soup, sauces, stock, starches and vegetables. Prepares meal ingredients by slicing, cutting, chopping, whipping, and mincing.

- Maintains a clean work area and follows all local, state and federal health standard guidelines.
- Complies with portion sizes, quality standards and shelter policies and procedures.
- Communicates effectively with Client Support Staff as to what will be served.
- Any other tasks as assigned by the Shelter /Operations Manager.

**Physical Requirements:**

While performing the duties of the job, the position is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; and occasionally sit. Must be able to lift and/or move up to 30 lbs and is subject to the use of Universal Precautions.

Send cover letter/resume to [jobs@communityadvocates.net](mailto:jobs@communityadvocates.net), no later than Friday, 6/29/18.