



Cook - Part time

Deadline to Apply: 04/07/2018

Job Description:

The Family Support Center/Milwaukee Women's Emergency Shelter is a facility 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. This position reports to the Shelter Manager and Operations Manager.

Location: Milwaukee, WI

Position Type: Part-time

Compensation: \$12.00 per hour

Type of Employment: Contract Position

Responsibilities:

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, cooks nutritional meals and cleans 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 30lbs and is subject to the use of Universal Precautions.

Qualifications:

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.

Benefits and other compensation:

Paid time off and paid holidays.

Other information:

Community Advocates, Inc. is committed to affirmative action, equal opportunity, and the diversity of its workforce.

Interested? Email your resume and cover letter to jobs@communityadvocates.net.