



Bringing Healing & Hope to survivors of domestic violence and sexual assault

Job Title:	Cook- Full Time	Job Category:	
Department/Group:		Job Code/ Req#:	
Location:	Richmond, TX	Travel Required:	
Level/Salary Range:	\$17	Position Type:	Full-Time; Non-Exempt
HR Contact:		Date posted:	Click here to enter a date.
Will Train Applicant(s):	Yes	Posting Expires:	Click here to enter a date.
External posting URL:			
Internal posting URL:			
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>RESPONSIBLE FOR PLANNING AND PREPARING NUTRITIOUS MENUS OF MEALS FOR SHELTER RESIDENTS, DONATION DISTRIBUTION, MAINTAINING FOOD PANTRY AND GROCERY SUPPLIES, AS WELL AS OVERALL SUPERVISION AND UPKEEP OF KITCHEN MAINTENANCE, DINING AREA, AND COMPLIANCE WITH REQUIRED LICENSING OF SHELTER WHILE ON DUTY.</p> <ul style="list-style-type: none"> • Be professional and abide by agency core values: Service, Passion, Integrity, Respect, Innovation, and Teamwork • Plan and prepare a menu of nutritious meals for shelter residents. • Supervise food management/nutrition requirements of the shelter. • Work with kitchen staff to develop and monitor balanced menus while remaining within budget guidelines. • Keep kitchen equipment sanitized and up to code daily. • Follow all safety guidelines to ensure the safety of clients and personnel. • Provide administrative support as needed. • Supervise/Coordinate volunteer projects as needed. • Other duties as assigned. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Able to lift 50 lbs. • Accurate report writing skills. • Experience with grant compliance. • Intermediate computer skills. • Must have a Food Managers Certificate or obtain before hiring and onboarding. • Have a valid Texas Driver's License and carry auto liability insurance as required by the State of Texas. • Satisfactory completion of criminal background checks and drug screening. <p>PREFERRED SKILLS AND COMPETENCIES</p> <ul style="list-style-type: none"> • An enthusiastic personality is a MUST! We assist those who are struggling to achieve self-sufficiency. It is a rewarding job, but one that requires a great deal of optimism. • Previous experience working with individuals dealing with trauma (preferably domestic or sexual violence) is a plus but is not necessary. • Demonstrates leadership, communication, and problem-solving skills in a manner that encourages 			



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- and empowers clients to seek remedies for positive change.
- Displays ability and willingness to make appropriate decisions, respond compassionately to persons served while maintaining appropriate and professional boundaries, exhibits sound and accurate judgment, supports and explains reasoning for decisions, and includes appropriate people in the decision-making process.
- Displays original thinking and creativity by meeting challenges with resourcefulness, generating suggestions for improving work, and developing innovative approaches and ideas.
- Shows tenacity and thoroughness, with the ability to solve practical problems and deal with a variety of situations.
- Team player who can roll up their sleeves and get involved in everything from big projects to mundane, simple tasks.
- Not easily frazzled, especially during crises.
- Possesses strong time management skills during busy and slower periods throughout the day.
- Applies basic strategies for good communication, including developing rapport, using active listening.
- Establishes/maintains trust and appropriate collaborative relationships with clients.
- Works with clients in a respectful and non-judgmental manner while employing a victim-centered, strengths-based, and trauma-informed perspective.
- Supports clients' self-determination and informed decision-making.
- Respects client confidentiality and autonomy.
- Uses appropriate verbal and nonverbal communication to deescalate crises situations.
- Applies strategies for addressing conflict and moderating one's own verbal and nonverbal reactions to communications with clients and coworkers.
- Demonstrates ongoing efforts to improve skills in effective verbal and nonverbal communication, such as motivational interviewing, as well as cultural competency.
- Prioritizes/plans work activities using time efficiently, plans for additional resource needs. Sets goals and objectives and develops realistic action plans.
- Deadlines/solutions-oriented with the ability to handle multiple competing priorities and wide variety of responsibilities.
- Speaks clearly and persuasively in positive or negative situations, listens, asks for clarification, responds well to questions, and participates in meetings.
- Writes clearly, accurately, respectfully, and informatively; edits work for spelling and grammar.
- Follows instructions, responds to management direction, takes responsibility for own actions, keeps commitments, commits to non-traditional hours of work when necessary to reach goals, completes tasks on time or notifies appropriate person with an alternate plan.
- Travel required in greater Harris and Fort Bend County areas.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____