

Job Description Title:	West Run Cook	Primary Supervisor(s):	West Run Assistant Director
Department/Group:	Direct Service	Secondary Supervisor(s):	West Run Director
Location:	West Run Housing Facility	Travel Required:	<25%
FLSA Classification:	Non-Exempt	Position Status (FT, PT, etc.):	PT
General Workday/Week:	Part-Time (no more than 20 hours per week)	Physical Demands:	High
Education and Experience:	High school diploma or equivalent preferred.	Performance Expectations:	See below
Mission Statement:			
Our programs employ the best practices in the industry and we employ them with the highest level of excellence that we know how. We seek constant improvement; improvement requires change. Therefore, change is the normal way of life in how we serve our clients and do business.			
Values:			
At the West Virginia Coalition to End Homelessness, we believe in what we do. People matter. People don't have roofs over their heads. People don't have doors that lock. We don't think that's the way things should be, and we are doing our best to stop it. Everyone at WVCEH has a part to play in ensuring people who are experiencing homelessness are stabilized in housing quickly and permanently.			
Position Summary:			
The Kitchen Staff will be responsible for assisting in the preparation, cooking, and serving of meals in a residential facility. This individual will maintain a clean and organized kitchen, ensure food safety standards are met, and contribute to the overall smooth operation of the kitchen. The role is critical in supporting the facility's mission to provide nutritious meals in a safe and welcoming environment for residents. West Run Kitchen Staff must maintain current WV Food Handler Certification. Certification must be in effect at hire, but WVCEH may assist with renewal fees for maintaining certification.			
Primary Responsibilities/Essential Job Duties:			
<ul style="list-style-type: none"> • Assist in the preparation and cooking of meals following established menus and portion guidelines. • Ensure that all food is stored, prepared, and served in accordance with food safety regulations and health standards. • Maintain a clean and organized kitchen by washing dishes, cleaning surfaces, and properly storing ingredients and equipment. • Assist in setting up and serving meals to residents, ensuring prompt and courteous service. • Monitor inventory levels of food, supplies, and kitchen equipment, notifying the supervisor when items need to be reordered. • Follow all safety and hygiene procedures to prevent contamination and ensure a clean working environment. • Assist with the receipt and proper storage of food deliveries. • Collaborate with other kitchen staff to ensure efficient meal preparation and service. • Other duties as assigned 			

PHYSICAL / ENVIRONMENTAL DEMANDS: *The table below shows how much on-the-job time is spent on the following physical activities:*

ACTIVITY:	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing				x
Walking				x
Sitting		X		
Using hands to finger, handle or feel				x
Reaching with hands and arms				x
Climbing or balancing			X	
Stooping, kneeling, crouching, or crawling			X	
Talking or hearing				x
Tasting or smelling			X	
Other: Please describe.				

This position involves **heavy physical activity**, with daily tasks performed in the kitchen and dining areas of the West Run facility in Morgantown. The work is face-to-face, interacting with residents and staff throughout the day. Some lifting, bending, and standing for extended periods are required.

Equipment Used: Kitchen appliances such as ovens, stoves, dishwashers, and mixers. Hand tools like knives, cutting boards, and other food preparation utensils.

Materials Used: Food ingredients and kitchen supplies (e.g., cooking oil, cleaning chemicals, utensils, and packaging materials).

Noise: Moderate noise, typical of a kitchen with cooking equipment, ventilation systems, and conversations during meal service.

REQUIRED CERTIFICATIONS/EXPERIENCE

- WV Food Handler Certification required
- High school diploma or equivalent preferred.
- Previous experience in food service or kitchen work is an asset but not required.
- Knowledge of food safety and sanitation regulations.
- Ability to work in a fast-paced environment, standing for extended periods.
- Strong teamwork and communication skills.
- Ability to follow instructions and work efficiently in a busy kitchen.
- Commitment to maintaining a safe, clean, and welcoming environment for all residents and staff.
- Valid driver’s license and ability to pass a background check.

Salary

\$12.00/hour and will be based on qualifications and experience. There will be minimal room for salary negotiations as this is a grant-funded position.

Work Activities

- **Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors and coworkers regarding kitchen operations, meal preparation, and inventory needs, either in person, by telephone, or via email.
- **Establishing and Maintaining Interpersonal Relationships** — Developing cooperative and positive working relationships with kitchen staff, other facility personnel, and residents, and maintaining these relationships over time.
Making Decisions and Solving Problems — Assessing food preparation challenges, equipment malfunctions, or resident meal needs and choosing the best course of action to resolve issues efficiently.
- **Documenting/Recording Information** — Keeping records of food inventory, meal counts, kitchen tasks, and any maintenance or safety concerns, ensuring that the kitchen operates smoothly.
- **Communicating with People Outside the Organization** — Occasionally interacting with vendors or suppliers when placing orders or receiving deliveries, ensuring that the kitchen is adequately stocked with food and supplies.

Competencies

To perform the job successfully, an individual should demonstrate proficiency in the work styles, knowledge, skills, and abilities listed below.

Technical Proficiency

- **Food Preparation Skills:** Ability to assist in preparing, cooking, and serving meals according to established menus and dietary guidelines.
- **Kitchen Equipment Knowledge:** Proficient in safely operating and maintaining kitchen equipment, including ovens, stoves, dishwashers, and other cooking tools.
- **Food Safety & Sanitation:** Understanding of food safety practices, including proper food storage, handling, and cleaning to prevent contamination and ensure compliance with health regulations.

Problem-Solving & Decision-Making

- **Troubleshooting Skills:** Ability to address kitchen equipment malfunctions and minor food preparation challenges quickly, minimizing disruptions to meal service.
- **Prioritization:** Capacity to prioritize tasks such as meal preparation, cleaning, and stocking based on urgency and mealtime schedules.
- **Resourcefulness:** Able to find effective solutions in the kitchen, especially when faced with limited ingredients or equipment malfunctions.

Attention to Detail

- **Thoroughness:** Ensures meals are prepared accurately and according to safety, health, and dietary standards.
- **Safety Awareness:** Maintains a safe working environment by following food safety protocols and identifying potential hazards in the kitchen, such as spills or equipment malfunctions.
- **Communication & Interpersonal Skills**
- **Team Collaboration:** Works effectively with other kitchen staff, management, and facility personnel to ensure smooth operations and coordination.
- **Resident Interaction:** Communicates politely and empathetically with residents while serving meals, ensuring their dietary needs are met with respect.

- **Reporting:** Provides clear and detailed reports on kitchen operations, inventory needs, and equipment issues to supervisors.
- **Oral Comprehension:** Ability to listen to and understand instructions and feedback from supervisors and team members.
- **Oral Expression:** Ability to clearly communicate information, including meal updates and requests, to both residents and staff.

Adaptability & Flexibility

- **Multitasking:** Ability to handle multiple tasks, such as meal preparation, serving, and cleaning, without compromising food quality or safety.
- **Adaptability:** Willingness to adjust to changing meal plans, dietary needs, and kitchen priorities as needed, including responding to urgent needs during busy meal times.

Organizational Skills

- **Time Management:** Manages time effectively to ensure meals are prepared and served on schedule, while maintaining cleanliness and order.
- **Inventory Management:** Helps maintain an organized stock of ingredients, supplies, and kitchen tools, ensuring items are readily available when needed.

Customer Service Orientation

- **Resident-Focused Service:** Demonstrates a commitment to providing residents with nutritious meals in a clean, safe, and welcoming environment.
- **Conflict Resolution:** Handles complaints or concerns from residents or staff in a calm and professional manner, seeking resolutions that enhance meal service quality.

APPROVAL AND ACKNOWLEDGEMENT

 Manager's Name

 Title

 Manager's Signature

 Date

 Employee's Name

 Title

 Employee's Signature

 Date

