



Job Title: Cook

Job Group: II

Location: Safe Haven House – 108 Sycamore Street, Buffalo, NY 14204

Reports to: House Manager

SUMMARY:

The cook is responsible for meal preparation, menu planning, food ordering and purchasing within budget, food storage and clean-up of kitchen area. May work alone or alongside residents or other staff members. Monday-Friday position.

RESPONSIBILITIES:

- Prepare and cook a variety of healthy meals. Alternative meals for food allergies must be included.
- Meal Planning will be done 30 days in advance.
- Communicate with staff and residents in a professional manner.
- Food and supplies ordered in a timely manner in accordance with budget. Inventory of supplies must be maintained.
- Participates and supervises in the cleaning of the kitchen daily. This might include putting away food for future meals, washing pots and pans, utensils and plates, and cleaning counters, tables and kitchen equipment.
- Interactions with residents must be conducted with patience and respect.

KNOWLEDGE, SKILLS & ABILITIES:

Must possess the ability to prepare and cook food in large quantities. Must have knowledge of New York State health codes for food storage, food preparation, and sanitation. May be required to work holidays.

QUALIFICATIONS:

Minimally two years' full time experience in the preparation of food on a large scale (25 individuals). Must be able to stoop, bend, and lift up to 30 lbs. frequently. Must be able to stand for extended periods of time. Some stair climbing required.

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