



Job description for the position of

## FULL-TIME COOK



### POSITION SUMMARY

The Full-Time Cook is primarily responsible for meal preparation, meal service, cleaning the dining room, safety precautions, and cleaning and closing the kitchen properly.

This position will report to and work closely with the Executive Chef.

All Newhouse team members must be able to adapt to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace.

### PRINCIPAL ACCOUNTABILITIES

- Prepare meals and snacks according to the menu designated by the Kitchen Lead.
- Complete daily inventory review.
- Records freezer and refrigerator temperatures each morning and afternoon.
- Clean and sanitize dining room table, sweep, and mop the dining room floor and take out the trash after each meal.
- Complete meal count during shift.
- Daily Cleaning:
  - Wash and sanitize all the dishes, pots, and pans that are used during the shift
  - Clear, clean, and sanitize all work surface areas of the kitchen
  - Properly label, date, and store all food items
  - Clean and sanitize all kitchen equipment and appliances as needed
  - Clean and sanitize all the kitchen sinks
  - Break down and clean the dish machine
  - Take out the trash and recycling
  - Sweep and mop the kitchen floor
  - Ensure that all the kitchen equipment and appliances are turned off at the end of the evening
- Weekly Cleaning:
  - Clean and sanitize the refrigerators
  - Clean and sanitize the hot holding boxes
  - Clean the convection oven
  - Clean the legs and back surface of the tilt skillet
  - Clean and sanitize the burners and grease trap of the stove
  - Clean, sanitize, and change the oil in the fryer
  - Clean the walls around the dish washing area
  - De-lime and de-calcify the dish machine both inside and out
  - Clean the wells of the steam table and cold table in the serving area
- Monthly Cleaning:

- Clean, sanitize, and organize all shelves in the kitchen
- Clean and organize the shelves in the dry storage area
- Sweep and mop the dry storage area
- Clean and sanitize large item containers in the kitchen (bins for flour, sugar, onions, potatoes, etc.)
- Clean and sanitize the ice machine and ice dispenser in the serving area
- Clean and maintain all the floor drains in the kitchen and serving area
- Power wash the floors and walls in the kitchen

## EXPERIENCE, ABILITIES + QUALIFICATIONS

- This position requires the skill and knowledge that is gained from volume cooking in a professional kitchen for a period of at least 2 years.
- All candidates for this position must be able to pass a background check and be able to provide own transportation.
- This position requires a food handler’s card.
- Comfortable in a high performing, fast-paced and quickly growing organization; demonstrated ability to achieve high performance goals, meet deadlines and adapt to changing circumstances.
- Dedicated to the details and masterful at multi-tasking. Ability to organize and prioritize tasks in order to meet deadlines.
- Proven history of self-directed work to improve processes and procedures and excellent understanding of business processes and operations.
- Must possess executive maturity, sound judgment and a professional appearance.
- Integrity, honesty and high ethical standards.
- Keen interpersonal skills, being sensitive to our Trauma Informed Care and Inclusive Culture of Belonging models.
- Alignment and adherence to the Newhouse mission, vision, and principles.

## KEY SUCCESS MEASURES

<b>Flexibility + Adaptability</b>	<p>Open to new ideas, processes, and ways to get work accomplished. Demonstrates resourcefulness to solve problems and meet goals. Can effectively respond and adapt to new people, responsibilities, and environments. Professionally navigates unanticipated obstacles. Works effectively under pressure and casts a calming influence on others.</p>
<b>Culture of Teamwork + Collaboration</b>	<p>Leverages the diverse voices, skills and experiences of the team to advance the mission. Promotes an exchange of ideas. Motivates and unites team members through positive encouragement and honest feedback. Works cooperatively with others even when varying opinions are present. Trusted to take problems to the source and not participate in gossip or divisive behaviors. Offers assistance to colleagues when help is needed and asks for help when needed.</p>
<b>Communication</b>	<p>Expresses views both verbally and in writing that are clear and concise. Uses the appropriate medium to share information and understands proper email etiquette. Maintains a high degree of self-awareness around tone and body language. Actively listens, doesn’t interrupt, and practices empathy. Exudes</p>

	confidence in a friendly and approachable manner. Is succinct in communications, recognizing time is a valuable resource for all.
<b>Boundaries + Self Care</b>	Exhibits a survivor-centric approach to our mission, while maintaining appropriate boundaries with residents, staff, volunteers, and community partners. Actively practices self-care by preserving work/life boundaries and seeks assistance/support when feeling overwhelmed.
<b>Inclusive Culture of Belonging</b>	Models “being you is your superpower.” Values and respects those we serve and each other. Creates space to address and celebrate our shared humanity and builds a bridge to a greater level of empathy. Sees other’s unique contributions, connects with coworkers, residents and volunteers. Supports others in their daily work and advancement and shows pride in the organization’s values and purpose.
<b>Commitment to Excellence + Integrity</b>	Demonstrates an ambitious commitment to accuracy, thoroughness, and leveraging of best practices. Holds self and others accountable to commitments and goals. Takes responsibility and generates trust. Acts with honesty and owns mistakes. Documents work as needed and in a timely fashion. Works effectively under pressure and approaching deadlines. Strives to learn and apply new things to advance our work. Actively seeks opportunities to improve self. Willingly shares competencies with others.
<b>Decision Making + Problem Solving</b>	Resourceful, evaluates options, is able to anticipate next steps, and knows when to be independently versus collaboratively decisive. Does not get stuck in analysis paralysis and seeks support from team members when needed. Diligently thinks through problems and takes into consideration the potential positive and/or negative impacts to our residents, team, reputation, financial resources, and commitment to excellence when making decisions.
<b>Creativity + Innovation</b>	Understands innovation is the cornerstone to growth and longevity. Breaks the mold of the status quo with outside the box thinking to improve processes and service delivery. Is not afraid to take calculated risks and learn from mistakes. Balances creative thinking with practical application, modeling Newhouse’s goal to be an industry Trailblazer.
<b>Relationship Management</b>	Uses appropriate interpersonal styles and communication methods to work effectively with co-workers, residents, community partners, and volunteers. Builds networks and alliances to obtain cooperation. Is even-tempered and keeps control of his/her emotions and behaviors, even in high-pressure situations. Understands the environment at Newhouse is one of healing and recovery. Practices trauma informed care in all areas of work.
<b>Confidentiality</b>	Properly maintains the privacy of our location and all clients’ personal information. Readily adapts to new procedures to ensure confidentiality is maintained.
<b>Coaching + Mentoring</b>	Inspires, motivates and guides others to action. Creates a sense of job ownership by providing clear expectations, feedback, mentoring, and training to help individuals grow and thrive. Makes time to coach employees and improve their

	work performance. Actively seeks feedback from staff with an openness to hear opportunities for improvement.
<b>Financial Management</b>	Manages and monitors budget effectively. Identifies cost-effective approaches to business operations without sacrificing quality. Understands key financial indicators tied to organizational success. Follows financial policies.
<b>Team Leadership</b>	Communicates the vision and objectives of the organization and workgroup through all activities and behaviors; encourages and supports individuals and teams through periods of change; motivates individuals and teams to achieve high levels of performance; creates an environment where people are empowered and encouraged to innovate and work as a team.

## WORK CONDITIONS + PHYSICAL DEMANDS

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

While performing the essential functions of this job, the employee is frequently required to lift and carry up to 50 lbs., climb stairs, and maintain composure and boundaries in stressful situations.

Staff may be subject to noises such as others speaking or children playing, given the shelter’s communal living structure. There are times the shelter must go into privacy mode for the privacy or safety of staff/residents. The intercom system is used to communicate these needs.

## AVAILABILITY AND SCHEDULING REQUIREMENTS

Although this position is up to 40 hours per week, there may be periods when this employee may be required to work additional hours to cover shifts for other kitchen staff members.

The cook must be dependable and available for weekend and weekday shifts. Flexibility to work other shifts when needed is a requirement.

This position description generally describes the principle functions of the position and the level of knowledge and skills typically required. It does not constitute an employment agreement between the employer and employee, and is subject to change as the needs of the employer and the requirements of the job change.

## AT WILL EMPLOYMENT

There is no minimum period of employment guaranteed or implied by acceptance of an employment offer. It is the policy of Newhouse that employment is at will, which means that employment is for no specific term and that employment may be terminated by the employee or Newhouse at any time without cause.

## EQUAL OPPORTUNITY + AFFIRMATIVE ACTION EMPLOYER

Newhouse is an equal opportunity and affirmative action employer. We celebrate diversity and know that in serving a diverse population and employing a diverse team, we position our organization and community to

thrive. We promote diversity of thought, culture and background and are committed to a work environment of belonging that gives voice to, supports, inspires and respects all individuals.

Employment at Newhouse is solely based on a person’s aptitude, qualifications and professional competence. We do not discriminate on the basis of race, color, ancestry, national origin, religion or religious creed, mental or physical disability, medical condition, genetic information, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, gender expression, age, marital status, military or veteran status, citizenship, or other characteristics protected by state or federal law or local ordinance.

**TO APPLY**

Send your resume and cover letter to [peter@newhousekc.org](mailto:peter@newhousekc.org)

**Note: This position description is not intended to be all-inclusive. You may be required to perform other related duties within your skill set as negotiated and/or directed to meet the ongoing needs of your department and the organization.**

I have read and understood the duties and expectations as described in this position description.

\_\_\_\_\_

Employee Name

\_\_\_\_\_

Date