



**Position Title:** Cook/Driver

**Department:** Food Service

**Reports to:** Food Service Manager

**FLSA Status:** Non-Exempt, Hourly

**Job Type:** Full-Time

**Hours:** Shifts: 5:30 a.m. – 1:30 p.m. and 7:00 a.m. – 3:00 p.m. Weekdays and Weekends.

*Schedule alternates weekly and is subject to change.*

**Compensation:** \$16.00/hr.

## Job Summary

Reporting to the Food Service Manager, the Cook will prepare and/or direct the preparation of food to be served to guests, participants and staff of the Erie City Mission. This role is also responsible for menu development, cleaning and sanitation of all pantries, refrigerators, freezers and dining/serving areas, and the management and delegation of volunteers and New Life program participants assigned to work in the Kitchen.

At times, the Cook will assist with driving the Mission vehicle to pick up food donations and food orders as needed.

## Responsibilities

### Essential Functions:

#### Food Service

- Prepare ingredients: wash, peel, portion, chop, and store food.
- Operate kitchen equipment including but not limited to: ovens, stoves, grills, steamers, kettle, microwaves, fryers, dishwasher, etc.
- Assist with set-up and tear down of work and action stations as needed. Ensure the kitchen is ready for preparation of meals.
- Assist with placement of food on steam and cold tables as needed; ensure rotation and proper timing of food.
- Verify food is satisfactorily cooked in both quality and quantity prepared.
- Inspect tools and equipment before and after use to ensure they are clean and in proper working order.
- Maintain adequate inventory of ingredients, supplies, and documents using order board.
- Assist in the development and implementation of new menus.
- Assist with tracking and recording meal tickets/counts.

- Work with supervisor to review and discuss needed changes in goals or objectives.
- Receive and track all in-kind and monetary donations.
- Load and unload deliveries.
- Maintain compliance with all Department of Health codes.
- Collaborate with team members to ensure a smooth-running operation.
- Follow leadership of the Food Service Manager.

#### Food Service Driver

- Safely operate Mission vehicles, including cargo vans, mini-vans and box trucks, to pick up daily food donations. Follow all traffic laws and the Erie City Mission's driving policies.
- Work alongside the Food Service Manager to organize a pick-up plan that includes driving and picking up food at multiple locations daily.
- Execute a food pick-up schedule working with volunteers as needed.
- Assist with the unloading and shelving of items received.
- Implement best practices around food safety and transport.
- Lift boxes, crates, etc. to load and unload from vehicle.

#### Education & Experience

High school diploma and five years of successful experience in the food service field or related role preferred. Applicant must be ServSafe certified and hold a valid driver's license.

#### Skills & Abilities

- Must have a knowledge of food products, standard recipes, and proper preparation.
- Must be able to operate commercial kitchen and food preparation equipment.
- Ability to read and follow established recipes and cook from scratch as needed.
- Ability to effectively use senses such as sight, hearing, and smell to distinguish a products taste, texture, and presentation.
- Must have a valid and clean driver's license, reliable transportation, and must sign and abide by the organizations "Driver Policy."
- Proven experience as a driver, preferably with large vehicles, and the ability to safely operate a cargo van and box truck.
- Strong writing, verbal, interpersonal, and group communication skills.
- Computer skills: proficiency in Microsoft Office software required.
- Exceptional administrative, organizational, and time management skills.
- Personal qualities of maturity, humility, strong work ethic, and a roll-up-my-sleeves attitude.

- Ability to effectively lead through dynamic situations and changing priorities with patience and positivity.
- Demonstrated experience with and sensitivity to varying cultural, ethnic, and social background, values, and attitudes.
- Capable of exercising sound judgment and comfortable in asking questions, when necessary, to maintain the integrity of the organization.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand for long periods, walk, use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/ or move up to 50 pounds and occasionally lift and /or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Contact with a computer screen for short periods of time is required.

## **Other**

Works primarily at the main campus in Kitchen, but non-essential functions require travel off-campus. May be required to adjust schedule and work during holidays, evenings, and weekends.

## **Benefits**

### **Full-time employees after 90 days receive:**

- 401(k) with generous 5% company match
- Dental and basic life insurance
- Short- and long-term disability
- Paid sick and personal days
- Paid holidays (10)

### **Other full-time employee benefits include:**

- Health insurance
- Paid vacation days
- 30-minute paid lunch
- Free on-campus lunch

**Any offer of employment from the Erie City Mission is contingent upon the successful completion of:**

- Criminal background check
- Drug screening
- PA Child Abuse History