



The Gathering Place®

a refuge for rebuilding lives

HEAD COOK

www.tgpdenver.org

Founded in 1986, The Gathering Place (TGP) serves women, transgender individuals, and their children who are experiencing poverty, many of whom are also experiencing homelessness. TGP offers a comprehensive array of services and programs to assist people through every step of their journey in recovering from homelessness and other forms of instability. We are a community of safety and hope where positive relationships, choice, and essential resources transform lives. We believe deeply in the power of our community and continually work to make it stronger. We also believe in hope as an important change agent and hold hope for everyone. Our key values include recognizing individual strengths, building respect and trust, and offering unconditional acceptance.

These values and principles apply to our staff as well as those we serve. As a result, we have a highly collegial, friendly, and supportive work environment where employees can grow and thrive. Our work involves dealing with difficult circumstances that can be emotionally challenging, so we intentionally foster interpersonal connections, encourage authenticity and transparency, and model healthy boundaries as tools for maintaining well-being in this work. We also promote and sustain employee health, well-being, and longevity through a robust Employee Assistance Program (which includes free counseling sessions), paid wellness time, and ongoing professional development opportunities.

This position reports to: Food Program Manager

Department: Programs and Services

FSLA Exemption Status: Full-Time, Non-Exempt

****M-F Day Shift hours only****

The Gathering Place, in a continued effort to keep our staff, members, volunteers, and community healthy, will continue to require all employees to be fully vaccinated as defined by the CDC.

Position Overview:

The Food Program prepares and serves healthy, nutritious meals to adults and children accessing programming and services at The Gathering Place. The Head Cook works with the Food Program Manager and supports the daily operations of TGP's Food Program and the kitchen. This position is responsible for the full range of kitchen duties including preparing, cooking, and serving meals, menu planning and cleaning while maintaining a safe, sanitary and healthy environment.

Essential Duties/ Responsibilities

- Conduct oneself in a professional manner
- Demonstrate respect, cultural competence and knowledge of trauma informed care in interactions with shelter guests, staff and collaborative partners

- Ensure kitchen meets all health standards at all times according to the Food Safety System Tool Kit, Food Bank of the Rockies Safety Training, TEFAP, and Denver Environmental Health.
- Assist in completing TEFAP and MRP checklists and documentation accordingly on their daily, weekly and monthly intervals
- Prepare, setup, serve and clean up after breakfast, lunch and snack
- Assist in accepting and processing the food orders each week
- Assist in accepting and processing in-kind food donations on a daily basis
- Help ensure all food storage spaces are clean and organized
- Complete daily check lists
- Able to work on a small team
- Able to give direct and honest feedback a must
- Attend staff, department and supervisory meetings
- Ensure completion of all program documentation and data entry as required, in a timely manner
- Maintains confidentiality of all guests
- Timely review and response to e-mail and phone calls
- Assists Food Program Manager to plan menus that ensure quality of meals
- Engage directly with TGP members who are accessing the TGP food program services to maintain a safe, low-barrier and inclusive environment
- Assist with conflict resolution and crisis management and intervention, including verbally de-escalating to reduce violent and aggressive behaviors and recognizing and requesting support when intervention is needed for an individual experiencing a behavioral health crisis
- Other duties as assigned by supervisor

Supervisory Duties:

Along with Food Program Manager, provides instructions to kitchen volunteers

Job Qualifications:

Knowledge, Skills and Ability:

- Spanish-speaking a plus
- Proficiency in Microsoft Office products; Outlook, Word and Excel
- Ability to learn TGP's database for members, Social Solutions- ETO
- Ability to work with a wide variety of people (members, volunteers, vendors, donors and employees)
- Skills in customer service; must be friendly and courteous
- Ability to work in a fast paced environment and be self-motivated
- Strong Retention
- Passionate about food and helping the community

Education or Formal Training:

- High school diploma or GED
- Culinary degree/ certificate a plus

Experience:

- 2-4 years of cooking experience in restaurant or institutional setting a plus
- Received Food Handler's Card
- Lived experience of homelessness, housing instability, or poverty a plus

Physical Activities:

- Must be able to remain in a stationary position 20% of the time. Will be on their feet at least 80% of the time
- The person in this position needs to move about inside the kitchen and reach, bend, squat, stoop, shake, pour, carry, push, and lift regularly.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- The person in this position frequently communicates with member inquiries. Must be able to exchange accurate information in these situations.
- Frequently and repeatedly move equipment and supplies weighing up to 50 pounds.
- Exposure to steam, smoke, humidity, hot and cold temperatures.

Five Key Attributes for Hiring at The Gathering Place:

- Positive and willing to learn
- Collaborative
- Open- minded and committed to diversity
- Provider of excellent customer service
- Dedicated to mission

Compensation:

This position begins at \$19.40/hour - \$ 20.50/hour or more, depending on skills and experience. The Gathering Place offers medical, dental, vision, and life insurance plans, a 403(b) retirement savings plan with financial advising services, a flexible work schedule, generous paid time off (vacation, sick, and holiday time), and a long-term disability plan. Employees are eligible for professional development opportunities, paid weekly wellness hour, free breakfast and lunch, and a robust Employee Assistance Program.

To Apply:

No phone calls, please. Posting open until filled. E-mail resume and cover letter to: Becca Smith- HR Manager becca@tgpdenver.org The Gathering Place, 1535 High Street, Denver, CO 80218

The Gathering Place is an equal opportunity employer and is committed to a policy of non-discrimination and equal opportunity for all qualified applicants without regard to race, color, gender, national origin, sexual orientation, religion, age, disability, gender variance, gender expression, marital status, citizenship, creed, ethnicity, veteran status, ancestry and any other protected classification. Applicants of any and all backgrounds are encouraged to apply.