



The Gathering Place®

a refuge for rebuilding lives

HEAD COOK

Guideline Principles

We are a community of safety and hope where positive relationships, choice, and essential resources transform lives.

TGP serves women, transgender individuals, and their children who are experiencing poverty, many of whom are homeless. We believe in hope as an important change agent and hold that hope for everyone. We believe deeply in the power of community and continue working to develop it. Our key values include recognizing individual strengths, building respect and trust, and offering acceptance unconditionally.

This position reports to: Food Program Manager

Department: Programs and Services

FLSA Exemption Status: Full-time, non- exempt (hours are Monday thru Friday)

General Purpose:

The Head Cook works with the Food Program Manager and supports the daily operations of the kitchen through preparing meals in a healthy and safe environment.

Essential Duties/ Responsibilities:

- 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
- Accept and process the food orders each week
- Accept and process in-kind food donations on a daily basis
- Clean and organize all food storage areas daily, including walk-ins
- Complete daily check lists
- Attend staff, department and supervisory meetings
- Serve on one staff committee
- Assists Food Program Manager to plan menus that ensure quality of meals
- 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
- Strong Retention
- Passionate about food and helping the community

Education or Formal Training:

- High school diploma or GED
- Culinary degree a plus

Experience:

- 1-3 years of cooking experience in restaurant or institutional setting required
- Received Food Handler's Card

Physical Activities:

- Must be able to remain in a stationary position 20% 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.
- Frequent exposure to smoke, steam, high temperatures, humidity, and extreme cold.

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 \$13.50/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, a flexible work schedule, generous paid time off (vacation, sick, and holiday time), and a long-term disability plan.

To Apply:

No phone calls, please. Posting open until filled. E-mail resume and cover letter to:

burdock@tgpdenver.org Burdock Rose, Vice President of Internal Resources, 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.