TITLE: Kitchen Coordinator/Cook

LOCATION: 86 E. Post Road, White Plains, NY 10601

REPORTS TO: Community Central Chef

SHIFT/HOURS: Monday – Friday, 10:00 AM – 3:00 PM

SALARY: $20.00 per hour

STATUS: Part-Time

SUMMARY:
Open Arms Men’s Shelter is seeking a part-time Kitchen Coordinator/Cook, to help assist with lunch, dinner and breakfast for approximately 55-65 homeless individuals and drop in guests. The Kitchen Coordinator will work under the guidance of the Community Central Chef, follow menus created by the chef, assist with some meal preparation, including inventory control, managing vendor deliveries and meeting all Department of Health requirements. Maintaining an orderly kitchen and kitchen cleanliness is a priority. This position is also the backup for the Chef when needed.

Prompt attendance, exceptional organizational/time management skills and a roll up your sleeves, proactive attitude are a must. Strong interpersonal skills with clients, staff and volunteers. We value compassion, tact and kindness as necessary traits to succeed in this position.

DUTIES & RESPONSIBILITIES:

- Foster a warm, welcoming environment at Open Arms.
- Working with Chef on executing menus created by Chef. This includes serving lunch (comprised of donations and sandwich prep), receiving/setting up prepared dinners from Chef, and ensuring continental breakfast is planned for.
- Responsible for inventory control with Chef oversight.
- Managing vendor deliveries.
- Maintaining an orderly kitchen and kitchen cleanliness.
- Setting up/cleaning dining room tables/chairs and restocking utensils and napkins.
- Preparing, setting up and replenishing beverages (juice, water, milk), salt, pepper, sugar and other condiments.
- Accepting, monitoring, documenting, labeling and preparing food donations, observing the first in/first out rule.
- Ensuring that to-go meals are available and replenished as needed.
- Serving as backup in absence of Chef with meal prep.
- Attending team meetings and LUW staff meetings.

QUALIFICATIONS:
• High school graduate or equivalent.
• Commercial or food service cooking experience is a must.
• SERV Safe Certification (Required) or the ability to Pass the test within 90 days of employment

• Extensive physical demands including, but not limited to, lifting, bending, pushing, and pulling.
• Always present a positive and professional image. Must be a team player.
• Must be able to lift and move between 10-40 lbs periodically.

• Ability to stand on your feet for most of the workday in addition to walking back and forth.

To apply email cover letter and resume to: Willa Brody, Chief Operations Officer
Wbrody@liftingupwestchester.org

The above job description is intended to be a general description of the requirements and duties of this position. It is one of inclusion, not exclusion. Any Lifting Up Westchester employee must be willing to perform tasks not specified within their job description, so long as those tasks are in the best interests of Lifting Up Westchester and are tasks that the individual is capable of performing.