



Position: Cook
Status: Full-time
Shift: 10am – 6pm
Reports to: Operations Manager
Program: Turning Point Brooklyn – 3rd Avenue

Position Description

Under the general supervision of the Operations Manager, the primary duty of the Cook is the daily operation of the kitchen for a 39 bed young adult shelter. The Cook will be responsible for daily meal preparation, service and cleanup of scheduled meals in accordance with NYCDOHMH guidelines.

Responsibilities:

- Develop a weekly menu
- Actively maintain proper inventory of all food and kitchen items
- Place food orders on a bi-weekly basis with assistance from Operations Manager
- Manage all food and kitchen supply deliveries from vendors
- Receive, store and organize food and supplies in designated areas in compliance with city guidelines
- Date all food items and follow the first in and first out rules when preparing food
- Keep all food storage areas, refrigerators, and freezers clean and organized at all times
- Prepare and serve meals to the residents
- Complete daily/monthly food service reports
- Ensure that all food supplies are accessible to overnight and weekend staff
- Maintain cleanliness of all kitchen appliances and kitchen area at all times during shift
- Keep all food shelves stocked and organized on a daily basis
- Effectively communicate shelter rules in a respectful manner
- Communicate with social services staff any conflicts that arise with residents
- Attend all mandatory meetings, trainings and Turning Point events

Physical Responsibilities:

- Must be able to lift up to 20lbs
- Able to navigate stairs
- Effectively communicate and build rapport with residents and staff
- Other Administrative duties as assigned by the Operations Manager

Qualifications:

- High school diploma
- Food service certification
- Have at least 2 years of cooking experience in a restaurant or residential program preferred.
- Must have good oral and written communication skills
- Knowledge of special needs populations

Contact:

Email Resume and Cover Letter to:
Iesha Moore, Turning Point Managing Director of Housing
imoore@tpbk.org
Include the word 'COOK' in the subject line