



Poverello House

Job Description

Title: Line Cook

Hours: Full-Time (40 hours weekly, non-exempt)

Reports To: Directory of Culinary Services and Head Chef

Purpose: Line Cook will have knowledge of all aspects of our culinary process. They will help support the restaurant line and food prep as needed and directed. He/She's main focus will be ensuring that all food is cook to quality standard following the Head Chef's direction for the Restaurant Line.

Job Responsibilities and Duties

- Preparing and assembling ingredients for menu items.
- Preparing high-quality meals and food items according to company recipes.
- Storing excess food at the correct temperature in order to avoid spoilage.
- Ensuring that food portions and food presentation meet company standards.
- Monitoring supplies and re-inventory stock as needed.
- Ensuring that cooking utensils are clean before each use.
- Cleaning and sterilizing food preparation areas.
- Assisting other cooks AND areas of operation in the kitchen to ensure that food orders are completed in a timely manner.
- Work with/direct efficiently and appropriately all volunteer workforce when in their immediate area of coverage.
- Efficiently resolving problems with customers' orders.
- Ensuring that food health and safety regulations are followed.

Qualifications

- GED or High School diploma is required
- AA degree in social work or human services-related field preferred.
- Adept in MS Office (Excel, Word, and Outlook)
- Skilled at working with diverse populations and engaging clients
- Ability to communicate professionally and with integrity
- Ability to manage and prioritize multiple tasks under pressure
- Ability to work independently or as a member of a team

Compensation

- Competitive Pay Rates
- Vacation and sick leave accrual (per applicable laws, plus accruals)
- 9 paid holidays and floating holiday
- Medical/Dental/Vision Benefits for employee and dependents. (Employer contributes 80%)

- Retirement benefit through SIMPLE IRA plan with 3% employer match
- Term Life Insurance, Short-Term Disability and Long-Term Disability Insurance, Employee Assisted Program (Employer contributes 100%)
- Voluntary Life Insurance (with optional dependent coverage for eligible employees)
- Flexible Spending Accounts - Health FSA, Dependent Care and Adoption Assistance
- Voluntary Benefit not limited to the following: Accident Insurance, Critical Illness, Hospital Indemnity

If interested in the position, please send a resume to PovHR@poverellohouse.org.
No Phone Calls Please

EQUAL EMPLOYMENT OPPORTUNITY

Poverello House has a diverse workforce that is representative of the communities we serve, and is proud to be an equal opportunity employer. All aspects of employment are based on merit, competence, performance and business need. Poverello House does not discriminate in employment on the basis of, race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factors protected under federal, state and local law. Poverello House celebrates diversity and is committed to creating an inclusive, and welcoming workplace environment