



## **Job Description**

**Title:** Support Cook

**Hours:** Part-Time (20-25 hours weekly, non-exempt)

**Reports To:** Directory of Culinary Services

**Purpose:** The Support Cook/Prep will have knowledge of all aspects of our culinary process. They will help support the restaurant line, food prep and outgoing backhouse cooking as needed and directed. He/She's main focus will be ensuring that support is provided in the back-of-house to any and all areas needed, including line cook and outgoing cook support.

### **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**

- 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**

- \$17.00 per hour

If interested in the position, please send a resume to [PovHR@poverellohouse.org](mailto: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