



## Family Promise

of Western New York

# Family Promise of Western New York (FPWNY) Job Post: Family Shelter Cook

**Job Title:** Family Shelter Cook

Status: Part-Time, 28 hours per week

Pay Rate: \$21.00 and up, depending on experience

Reports to: Shelter Supervisor

FPWNY is an emergency shelter for families experiencing homelessness in our community. The Family Shelter Cook is responsible for preparing and serving four family-style meals each week to feed the children and parents living in our shelter (30 people). This position also includes planning out monthly menus, maintaining food inventory in the shelter, creating grocery lists, preparing healthy meals from scratch, serving and cleaning according to health and safety standards. Successful candidates will have a proven background in food handling in adherence to New York State food safety guidelines and find joy in creating meals from scratch to feed families.

### Duties Include:

- Prepares, serves and cleans up after 4 meals/week for 30 people in adherence with all food safety regulations, including:
  - Prepping, cooking, holding to temperature and serving and 4 meals/week
  - Packaging leftover food for guest consumption
  - Cleaning up after meals, including sanitizing stations and scrubbing down stoves/ovens
  - Undergoing regular food safety inspections by outside auditors
- Maintains a constant process of planning, evaluating and re-assessing meals in shelter, including:
  - Developing monthly menus featuring at least 20 unique and rotating meal concepts
  - Balancing meals according to USDA standards with a recipe and an ingredient list for each meal
  - Evaluating meals with guests to ensure meals meet guests needs and the menu complies with allergies or other food restrictions
  - Striving to create meals that are nourishing, creative, and children-focused
- Oversees stocking our pantries and cold storage, including:
  - Maintaining an up-to-date inventory of food in the building
  - Providing bi-weekly ingredient lists for team to order
  - Ensuring all food in the shelter is organized and fresh and old/expired food is discarded

### Skills and other Qualifications

- Strong food preparation skills with at least 3 years of food handler experience, including preparing meals from scratch from start to finish

- Strong organizational skills to maintain cleanliness standards and inventory control
- Good ethical decisions, including displaying behavior appropriate to a mentor who works in close contact with children
- Background checks required
- Must be able to lift 25+ lbs and stand for long periods of time
- Completion of ServSafe Food Handler Course required, ServSafe Manager Course preferred

Agency Expectations

- Complies with agency standards of conduct and professionalism
- Demonstrates knowledge of the program, mission and services of FPWNY
- Complies with all policies and procedures in Employee Handbooks
- Is punctual and consistent in reporting for scheduled work shifts to assure coverage
- Is able to work in an alcohol and drug free environment

Hours: Monday-Thursday, 2:00pm-9:00pm

To Apply: Please visit our website at [www.fpwny.org/jobs](http://www.fpwny.org/jobs)