



Catholic Charities of Los Angeles, Inc.

Job Description

Job Title: Kitchen Supervisor/Cook

Job Code: A3650

Pay Grade: 5

Department: Various

FLSA Status: Non-Exempt

Location: Various

Reports To: Residence Supervisor

Summary

Coordinates, plans and prepared balanced, nutritious meals for shelter guests. Supervises and coordinated activities of staff, volunteers and client cooks and kitchen workers in preparing and serving food and beverages. Cooks meals. Keeps an inventory of all food and supplies in stock. Ensures enough food has been ordered and stocked, may order supplies for the entire shelter; prepares purchase orders and check vouchers. Ensures cleaning of kitchen, storeroom, freezers, refrigerators and kitchen equipment. Arranges for or picks up donations.

Essential Duties and Responsibilities

- Cooks meals.
- Ensures enough food has been ordered and stocked.
- Cleans kitchen, storeroom, freezers, refrigerators, and all other equipment.
- Orders supplies for the entire shelter; prepares purchase orders and check vouchers.
- Keeps an inventory of all food and supplies in stock.
- Assists in the general running of the shelter, including answering phones, moving furniture, and removing trash.
- Arranges for or picks up donations.
- Deliver catering orders to customers.
- Performs related duties as required.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Completion of six months to one year of technical or specialized training after high school.
One to three years of related experience.
Possession of a health certificate.
Valid California driver license.

Knowledge, Skills and Abilities

Knowledge:

- Institutional cooking.
- Menu planning.
- Food Ordering.
- Applicable state and federal laws and regulations.
- Catholic Charities' policies, procedure and organization.
- Catholic Charities' food bank.

Skills and Abilities:

- Budget effectively.
- Communicate effectively in oral form.
- Develop and maintain effective working relationships.
- Use independent judgment and initiative.
- Maintain accurate and orderly records.
- Handle public contact and relations effectively.
- Plan short and long-range activities.
- Operate standard office equipment and a computer.
- Organize and direct several activities.
- Analyze and evaluate information.

Computer Skills

To perform this job successfully, an individual should have knowledge of Database software; Internet software; Project Management software; Spreadsheet software and Word Processing software.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel,

crouch, or crawl and taste or smell. The employee is occasionally required to sit and talk or hear. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

I have read the job description above and I understand that the knowledge, skills, abilities and assigned responsibilities listed are conditions of my employment with Catholic Charities of Los Angeles, Inc. I also understand that the job description may be changed or altered at any time and may not include all of my job responsibilities.

Employee Name (Print)

Supervisor Name (Print)

Employee Signature

Supervisor Signature

Date

Date