



FRIENDSHIP HOUSE JOB DESCRIPTION

<u>Position:</u>	Cook
<u>Supervisor:</u>	Program Director
<u>Working Schedule:</u>	40 hours a week. Occasional evenings and weekends for events or projects
<u>Employment Status:</u>	Full Time Hourly, Non-Exempt

Organization Description: Friendship House of Christian Service is a Faith Based Community Development Agency located in the heart of the Billings’ “South Side” neighborhood. Since 1957, we have served as a family and community resource center dedicated to improving the spiritual, social, emotional and economic conditions of the South Side by providing services and opportunities for children, youth, teens, adults, and families.

Our primary focus is building a healthy community based on holistic family programming. We accomplish this goal by providing the following wrap around service programming: Preschool; Youth Afterschool & Summer Enrichment; Teen Programs; Adult Life Skills & Education; Child, Adult and Family Counseling. With our programming and the intentional interaction with other service partners, we touch every area of a client’s life to steer them toward positive outcomes. Through this approach, we serve clients from age 3-103 with best practices programming aimed at transforming a community one person at a time.

Position Description: The main functions of Cook is to plan, prepare, serve and maintain the data on the nutritious and appealing diet for the youth and families we serve. Likewise, as a part of the larger staff this employee will seek to provide a physically and emotionally safe place for all youth participants, staff, and visitors; effectively implement food service and healthy eating activities designed to meet program goals and outcomes; and measure, track, and report program effectiveness against established goals and outcomes.

Food Service Responsibilities:

- Provide healthful and appealing food for all program participants
- Facilitate a clean work environment in the kitchen and serving areas
- Order, process, invoice, bill, shop, secure, and serve menu item needs
- Maintain monthly menus and inventory management
- Follow kitchen task frequency chart and deep clean chart.
- Provide a physically and emotionally safe place for all youth participants, staff, volunteers and visitors.

February 17, 2020



- Ensure a positive, safe, and effective food program experience for every participant.
- Operate food program using established guidelines, policies, and procedures.
- Prepare, implement, clean up, and evaluate food service activities.
- Prepare and clean up of meals, classrooms, playground, etc. where food is served
- Utilize the systems for measuring, tracking, and reporting program effectiveness against program goals and outcomes.
- Learn, meet and maintain all State Child Care licensing requirements and ensure regulations are followed at all times.
- Consistently and proactively seek out ways to improve program effectiveness (impact) and efficiency (cost).
- Be on duty and on site during program hours.
- Be the liaison with local vendors, Family Service, Billings Food Bank, Montana Food Bank Network to secure the necessary purchased and donated food resources.
- Utilize volunteers for assistance in the kitchen, garden, and meal service.
- Other duties as assigned.

Garden Service Responsibilities:

- Plan, develop, maintain, and grow the garden program, as directed.
- Plan, develop and administer garden-based learning curriculum, as directed.
- Supervise the harvest, cleaning, marketing and sales of garden produce, as directed.
- Be the liaison with Master Gardeners to provide oversight for gardening projects and development, as directed.
- Develop, maintain and implement a master garden plan, as directed.
- Utilize volunteers for assistance in the kitchen, garden, and meal service.
- Other duties as assigned.

All Employees' Responsibilities:

- ❑ Support and live out the Christian faith and mission, vision, and values of Friendship House.
- ❑ Attend staff meetings and regular one-on-one meetings with one's supervisor.
- ❑ Engage in open, honest communication, and demonstrate cooperative behavior with colleagues and supervisor.
- ❑ Be an active, constructive, and supportive team member.
- ❑ Direct questions and concerns to the appropriate staff member who can be a part of the solution.
- ❑ Demonstrate superior service to all internal and external customers.
- ❑ Work well under pressure, meeting multiple and sometimes competing deadlines.
- ❑ Exemplify appropriate behavior, language, dress, and attitude at all times.
- ❑ Adhere to all policies, systems and procedures of the organization especially regarding confidentiality, risk management, and licensing issues.
- ❑ Participate in required training appropriate to your position.



- ❑ Become knowledgeable about the policies, procedures, systems, and processes that impact your job and your status as an employee.
- ❑ Participate in developing and implementing goals and plans to prioritize, organize, and accomplish your work.
- ❑ Adapt to a changing and evolving work place in terms of structure, processes, procedures, staffing, technology, etc.
- ❑ Take initiative to seek out solutions to problems, meet challenges, resolve conflicts, improve workflow, simplify systems and procedures, and implement cost reductions.
- ❑ Prepare articles for newsletters and other mailings as needed and generally support all efforts in this area.
- ❑ Be a constructive representative of Friendship House to those outside it.
- ❑ Network within the community to identify possible sources of needed donations of food, money, time and/or materials.

Expectations of All Employees:

- All aspects of job duties and responsibilities will be handled promptly, efficiently, and without complaint.
- Solutions and resolutions to problems and challenges will be aggressively pursued.
- Reports, data records, etc. will be accurate and up to date.
- Opportunities for growth and learning will be consistently sought out.
- Communications will be clear and timely.
- Workspace will be clean and tidy.
- Project and task deadlines will be respected and met.
- Follow the direction of the Program Director and support his decisions publicly and privately.
- Be a public representative of Friendship House.
- Maintain a teachable spirit and good attitude.
- Have a valid Drivers License and a clean driving record.
- Be able to pass a background check and random drug screening.