

## **POSITION DESCRIPTION**

### **THE SALVATION ARMY LONGVIEW TEMPLE CORPS**

**DEPARTMENT:** SOCIAL SERVICES

**POSITION TITLE:** HOPE VILLAGE  
COOK ASST.

**STATUS:** PT 24 hours a week, including weekends. 2 days off during the week

**Wage: 15.50**

#### **GENERAL STATEMENT:**

The Salvation Army is a branch of the Christian Church and the ultimate goal of all programs is spiritual regeneration of all people, and to help serve those with food insecurities that have been affected by Covid.

The Salvation Army is an equal opportunity employer.

#### **EDUCATION AND WORK EXPERIENCE:**

- HS Graduate or equivalent
- Food Handlers certification
- Food service and chef assistance experience required
- Successfully pass background check and complete Protect the Mission Training

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Detail oriented and attention to detail
- Self-starter
- Team player
- Customer service mindset
- Strong use of the English language in verbal and written communication
- Demonstrates experience in all aspects of commercial meal service experience
- Experienced to complete food preparation for congregate meal service
- Demonstrates knowledge and ability to comply with kitchen safety and food handling and preparation protocol
- Ability to work in a fast-paced environment and maintain poise under pressure
- Detail oriented

- Ability to manage time and tasks in order to complete the duties assigned
- Must complete required Protect the Mission and driver's safety training as required.

**SOFTWARE-RELATED SKILLS:**

- Outlook, helpful
- Ability to use any applicable software programs with basic training.

**Meal Program Assistant Scope:**

- Work under direction and supervision of FT Cook
- Prepare meals for HOPE VILLAGE congregate meal service as directed
- Comply with all applicable food safety and handling protocol
- Assists with meal distribution as needed and or directed
- Clean and maintain supplies and inventory and all other tasks as assigned

**PHYSICAL REQUIREMENTS:**

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead
- Ability to operate telephone
- Ability to lift up to 50 lbs.
- Ability to access and produce information from a computer
- Ability to understand written information

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order meet the physical requirements of the position. The Salvation Army will attempt to satisfy requests as long as the accommodation needed is a reasonable and no undue hardship would result.

**SUPERVISOR: Corps Cook / Kitchen Manager**

**Employee Signature**

**Date**

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