



FOUNDATION

*Promoting Lifelong Fun Adventures for
the Developmentally Disabled Since 1968*

Institutional Cook

JOB TITLE: Cook
DEPARTMENT: Cook-er-y
REPORTS TO: Culinary Director
FLSA STATUS: **Non-Exempt**
EEO Classification **09**
Safety Sensitive Position

SUMMARY: The Cook-er-y is an enclave of Civitan Foundation providing employment and training in a kitchen setting to the members we serve with intellectual and developmental disabilities. In the Cook-er-y kitchen we are providing members with cooking classes each day as well as cooking meals to provide our café and local partnerships. We are looking for a cook whose experience allows them to jump in and continue to coach our members on best work practices.

ESSENTIAL ROLES AND RESPONSIBILITIES:

- Cook foodstuffs according to menus, special dietary or nutritional restrictions, or numbers of portions to be served
- Monitor food services operations to ensure procedures are followed
- Clean food preparation areas, facilities, and equipment
- Direct activities of one or more working members who assist in preparing meals
- Train new members who begin employment
- Other duties as assigned
- Compile and maintain accurate records of food use and expenditures
- Take inventory of supplies and equipment
- Complete time trials and reports within the required time

DESIRED QUALIFICATIONS AND SKILLS:

- Minimum one year experience cooking in an institutional kitchen
- Experience coaching staff or members on best cooking practices/safety
- Experience working with people with intellectual and developmental disabilities
- Team player who will collaborate with existing staff
- Current driver's license and valid auto insurance coverage required
- Valid Level One Fingerprint Clearance Card
- Required to pass a criminal/background check in accordance with Arizona Revised Statute 36-594 utilizing information on form DD-258 and fingerprint check
- Required to pass a pre-employment drug screening
- This position will require you to sit/stand for extended periods of time and be able to lift up to 50 lbs

ADDITIONAL INFORMATION:

Compensation commensurate with qualifications and experience. A strong candidate would possess a passion for success, a commitment to improving the lives of individuals with disabilities.

Interested and qualified candidates must submit a cover letter-highlighting qualifications and relevant experiences in relation to this position. Submit cover letter and resume via email to James Maloney (jobs@campcivitan.org), phone (602-953-2944). Visit www.civitanfoundationaz.org to learn more about the Civitan Foundation, Inc.