

KAIROS

Administrative Offices
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New Beginnings Youth Residential Services
210 Tacoma St., Grants Pass, OR 97526
(541) 476-3302 Fax (541) 476-2895

The moment when change is possible

JOB DESCRIPTION

JOB TITLE:	COOK
RANGE:	S2
PROGRAM:	NEW BEGINNINGS
SUPERVISOR:	FOOD SERVICES MANAGER
FLSA STATUS:	NON-EXEMPT
DEGREE OF SUPERVISION:	Formal supervisory sessions scheduled bi-weekly or as needed
POSITIONS SUPERVISED:	None
PRIMARY PURPOSE:	This position is responsible for food preparation and complying with all applicable health, sanitation and hygiene standards.
EDUCATION AND EXPERIENCE:	One year of food preparation experience, ability to work well with others, knowledge of applicable health and safety guidelines.

Minimum Qualifications:

1. Provide proof of current, valid Oregon Driver's License (or if out-of-state will obtain Oregon license within 30 days), comprehensive automobile insurance (if applicable) and a safe driving record (minimum of 3 yrs.) to use company or personal vehicle for required duties.
2. Successfully pass a Criminal Background Check and Medicaid Fraud Check.
3. Obtain and maintain current Therapeutic Crisis Intervention (TCI) Certification and demonstrate proficiency in TCI Certification procedures.
4. Obtain and maintain current First Aid and Cardiopulmonary Resuscitation (CPR) certification and Food Handlers Card.

ESSENTIAL DUTIES, RESPONSIBILITIES AND CORE COMPETENCIES:

- A. Prepare balanced, nutritious, timely, tasteful and attractive meals according to planned monthly menus set forth by the Food Services Supervisor.
- B. Assist the Food Services Supervisor in planning, coordinating and providing food services as special meetings, events or parties that arise.
- C. Maintain kitchen utensils, equipment, containers and supplies for proper use.
- D. Maintain a safe and sanitary kitchen, storage and working environment.
- E. Work with residents and other staff to teach basic cooking skills, according to individual treatment plans and youth and young adult's diet needs.
- F. Demonstrate an economic awareness of the kitchen resources and try to reduce wastefulness through careful usage and communications.
- F. Participate in continuous quality improvement and assurance activities.
- G. Establish rapport by demonstrating and maintaining clear, consistent, appropriate, and therapeutic boundaries.
- H. Demonstrate alignment with the philosophy of Collaborative Problem Solving (CPS) by utilizing the approaches in interactions with youth and young adults, families, staff, and community partners.
- I. Abide by ethical codes, mission, values, and professional standards, including confidentiality.
- J. Actively utilize, reference, and follow agency policies, procedures, and guidelines.
- K. Present a positive attitude, professional demeanor and demonstrated respect with youth and young adults, families, staff, visitors, and community partners.
- L. Perform all work tasks in a proper and safe manner per established policies, procedures and guidelines to prevent unnecessary injury, time loss and agency expense.
- M. Comply with all federal, state and agency health and safety reporting requirements.

Other Duties:

Perform other related work as assigned.

Attend trainings and meetings as assigned. May be appointed to committees.

Attendance:

Maintain prompt and regular attendance.

Ability to be flexible and adjust schedule as necessary to fit program needs and meet the needs of youth and their families.

Physical Demands: The physical demands described here are representative of those that must be met by the staff person to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the staff person is regularly required to use hands to

type, handle, reach with hands and arms; talk or hear. The staff person frequently is required to stand and walk. The staff person is occasionally required to sit, stoop, kneel, crouch or crawl. The staff person must frequently lift and or move up to 10 pounds and occasionally lift and/or move up to 45 pounds. Specific vision abilities required for this job include close vision, distance vision, and depth perception and operating a motor vehicle.

Working Conditions: The working conditions described here are representative of those that Must be met by the staff person to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the staff person is frequently exposed to loud noises, outside weather conditions such as heat, cold and humidity. The staff person is occasionally exposed to chemical solutions and body fluids.

Hazardous Conditions: Risk of verbal and physical threats and harm from clients. Possible exposure to air and Bloodborne Pathogens.

Equipment Used: May include general office equipment, such as computer, telephone, agency or personal vehicle, general cleaning supplies, and kitchen utensils/supplies.

Travel: Travel is expected for required trainings.

Other Responsibilities:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Duties, responsibilities and activities may change at any time with or without notice.

Staff signature below constitutes staff's understanding of the requirements, essential functions and duties of the position.

Staff signature: _____ Date _____