



JOB DESCRIPTION TITLE: HOPE GARDENS COOK

Supervisor: Hope Gardens Program Supervisor
Location: Hope Gardens – 58 Oberlin Avenue, Buffalo NY 14211
Education Requirements: GED or High School Diploma
Work Experience Requirement: 3+ Years experience in food preparation and dining room oversight

Responsibilities:

- Inventory & shop for food
- Maintain kitchen to remain in compliance with Department of Health standards, this includes cleaning equipment on a regular basis and cleaning all surfaces
- Coordinate scheduled maintenance and preventive maintenance with supervisor and appropriate vendor, ensuring that appliances are in good working order
- Create weekly menu
- Ensure breakfast menu is set and needed food available
- Cook nutritional evening meals
- Work with Food Bank of WNY to place orders to maintain appropriate stock
- Maintain certification with the Food Bank of WNY for training in Food Safety and Nutrition
- Transport clients if needed
- Update and maintain daily communication log
- Participate in weekly staff meetings
- Assist case manager with workshops/funshops as schedule permits
- Meet with Program Supervisor once per week for supervision
- Prepare food inventory reports in a timely fashion.
- Maintain and increase skills in the field through trainings in the agency and/or community.
- Maintain and ensure the confidentiality of all residents of Hope Gardens
- Know and understand the definition of chronically homeless
- Be aware of clients' past experience and be sensitive to any areas of concern, including but not limited to philosophies of Trauma-Informed Care (TIC)
- Abide by all policies & procedures of Hope Gardens
- Abide by all policies & procedures of the Lt. Col. Matt Urban Center of WNY
- Represent Lt. Col. Matt Urban Center of WNY appropriately in the community
- Other duties, as required

Please submit resume and cover letter to Christal Guthrie at cguthrie@urbanctr.org.

The Matt Urban Center is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.