

POSITION: *Cook, Open Arms Men's Shelter*

LOCATION: 86 E. Post Road, White Plains, NY 10601

REPORTS TO: Director, Shelter Services

SHIFT/HOURS: Monday – Friday, 10:00 AM – 3:00 PM

SALARY: \$20.00 per hour

STATUS: Part-Time

SUMMARY:

Cook, Part Time needed at Open Arms Men's Shelter. You will prepare 40-50 meals a day for homeless individuals and drop in guests. The Cook will be responsible for menu planning with guidance from the Chef, meal preparation, kitchen cleanliness, inventory control, meeting all Department of Health requirements, and communicating effectively with our clients, volunteers, and staff.

You will work Monday-Friday from 10:00 am-3:00 pm. Exceptional time management skills and a roll up your sleeves approach to get the job done are a must. Compassion, tact and kindness are necessary to succeed in this position.

QUALIFICATIONS:

- 3 years of experience in a professional/industrial kitchen
- Be able to complete Westchester County's Food Service Sanitation course
- Ability to relocate to White Plains, NY 10601 before starting work
- People with a criminal record are encouraged to apply

The above job description is intended to be a general description of the requirements and duties of this position. It is one of inclusion, not exclusion. Any Lifting Up Westchester employee must be willing to perform tasks not specified within their job description, so long as those tasks are in the best interests of Lifting Up Westchester and are tasks that the individual is capable of performing.

TO APPLY:

Please email a cover letter and resume to Willa Brody, Chief Operations Officer, at

wbrody@liftingupwestchester.org.

