



# LEAD COOK

HeartLove Place is a nonprofit Christian ministry dedicated to serving families. Located in the Harambee community of Milwaukee, HeartLove has been a part of the community since 1989 with grassroots programming that worked side by side with community residents and other ministry partners. HeartLove Place provides programming and services through the Family Resource Center, Food Services and Job training. HeartLove Place serves approximately 6,000 families a year through our programs and services. Mission: With a heart of love teach, encourage and support families through programs and services centered in Christian values.

## **Position Summary:**

Under the direct supervision of the Food Service Manager, the Lead Cook is responsible for preparing food to be served complying with all applicable sanitation, health, and personal hygiene standards and following established food production programs and procedures.

**Wage: \$15-25 per hour**

**Part-Time- 30 hours per week**

## **Skills/Qualifications:**

- A high school diploma or equivalent preferred.
- Must be at least 18 years of age.
- Moderate reading and writing skills; proficient interpersonal relations and communicative skills ability to follow written and oral instructions and procedures.
- At least 2 years of experience as a cook.
- ServSafe Certification
- Must be able to lift at least 50lbs and stand on feet for long periods of time
- Must have a valid Wisconsin Driver's license.

## **Duties and Responsibilities:**

- Preparation of food for HLP meal programs and catering.
- Prepare meals daily following recipe and meal guidelines..
- Comply with established sanitation standards, personal hygiene, and health standards. Observe proper food preparation and handling techniques.
- Store food properly and safely.
- Maintain inventory and logs as required.
- Report necessary equipment repair and maintenance to supervisor.
- Working with other kitchen staff, ensure the smooth operation of food service delivery.
- Plan food production to coordinate with meal serving hours so that excellence, quality, temperature, and appearance of food is preserved.
- Keep work area neat and clean at all times; clean and maintain equipment used in food preparation.
- Complete food temperature checks before service and/or delivery
- Maintain cleanliness of kitchen area
- All other duties as assigned

**HeartLove Place is an Equal Opportunity Employer**