



<b>Job Title</b>	<i>Food Services Cook/ Donation Driver</i>
<b>Status</b>	<i>Part-Time, Non-Exempt</i>
<b>Compensation</b>	<i>Hourly rate</i>
<b>Reports To</b>	<i>Hospitality Manager</i>
<b>Date</b>	

### **Overview**

A Food Services Cook/Donations Driver at the Visalia Rescue Mission (VRM), is responsible for the preparation and service of meals being served at the various VRM Kitchen/Dining Facilities. As needed, this individual will also assist in receiving, transporting, and storing the various food items and beverages, donated in support of the Food Services operation.

### **Essential Functions**

- Participates in the daily menu planning, preparation, and cooking of the meals being served at the various VRM Dining facilities.
- Promotes a quality dining experience for all meals being served.
- Insures that the protocols for safe and secure work and dining environment for all employees, volunteers, program residents, and guests are being observed.
- As needed, works as a Donation Driver in loading, transporting, and unloading the dry and cold storage food items which are received by VRM or distributed to other vendors.
- Promotes positive relationships with existing donors and helps to cultivate/develop new relationships for the food items necessary to support the VRM Food Services operation.
- Operates a variety of VRM vehicles and personally complies with all Federal, State, and local traffic laws and regulations governing the safe operation of VRM Fleet vehicles.
- Works to insure VRM maintains a sustainable inventory of necessary food products: both perishable items and dry goods.
- Insures that the Food Service Kitchen/Dining Facility and food storage areas are maintained in compliance with local, State, and health and safety guideline and that appropriate standards of cleanliness, best practices for sanitation, disposal of waste, and recycling are being observed.

- Must have a California Driver's License with a clean driving record.

## Qualifications

- At least one (1) year of experience in a food services related industry as a cook is preferred.
- Ability to abide by local, state, and federal health and safety regulations: especially those related relating to the storage, preparation, and service of food products.
- Capable of working in a team environment, modeling appropriate Christ like behavior, and potentially directing, supervising, and encouraging Staff, Volunteers, VRM Program Residents assigned to assist with the various Food Services activities.
- Good communication skills: both verbally and in writing. Ability to work with and communicate with Staff and with outside vendors who support the Food Services mission.
- Capable of operating a computer and must have a basic familiarity and ability to work with Microsoft Word, Excel, and other business-related programs.
- Must have the ability to operate a pallet jack, be able to drive and operate ½ ton pickup trucks, cargo vans, or 5-ton box/flatbed trucks with lift gates. Must possess a valid driver's license. DMV accident and driving history must be relatively clean and capable of being approved by VRM insurance carrier.

## Personal Traits

- Personal relationship with Jesus Christ and actively engaged in a local church.
- In agreement and compliance with the VRM Statement of Faith and the Code of Conduct which emphasizes appropriate biblical standards of moral behavior and conduct.
- Possess a valid California Food Safety certification (*Or in the process of obtaining one*).
- Open schedule with availability to work early mornings, weekends, holidays.
- Fulfill all aspect of the job description according to the biblical principles and philosophy of ministry as defined by the Visalia Rescue Mission Statement of Faith, Vision, Mission Statement and the Five Marks of Developed Christian Character: Spiritual Maturity, Emotional Resilience, Mental Flexibility, Work Excellence, and Bodily Stewardship.

## Physical Demands

- Walk or stand for long periods of time on uneven surfaces.
- Considerable use of arms and legs and moving whole body including the ability to bend at the waist and knees, stretch, twist, stoop, push, pull, or reach with your body, arms, and/or legs.
- Ability to climb, work at heights, lift at least 50 pounds, balance, and handle materials.

- Ability to keep or regain your body balance or stay upright when in an unstable position.
- The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down.
- The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- Manual dexterity to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- Ability to safely drive a vehicle.

### **Environmental Conditions:**

- Works both indoors and outdoors in a variety of weather conditions, noises, vibrations, and temperature changes approximately seventy-five percent (75%) of the time.
- Frequently work at fast pace with unscheduled interruptions.
- Responsibilities may require an adjusted work schedule, overtime, and evening/weekend hours in order to meet the needs of the kitchen.

### **Compensation:**

- Pay rate based on qualifications and experience.
- Health benefits following 60 days of continuous employment. (**Full-Time Employee's ONLY**)
- CalSavers option is available after 30 days of continuous employment.

---

**Changes:** This job description will be updated if duties and responsibilities change significantly. Job functions are subject to modification based on business necessity.

**ADA/FEHA:** Visalia Rescue Mission will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and California's Fair Employment and Housing Act.

**EEO:** Visalia Rescue Mission is an equal employment opportunity employer.

**Certification:** By signing below, I hereby acknowledge receipt of this job description. I have been allowed to ask – and have received answers – to any questions I had regarding the job description. I fully understand this job description. I understand that Visalia Rescue Mission may revise this job description, at its sole discretion, at any time. Furthermore, I also understand that Visalia Rescue Mission may assign additional job duties as needed.

I certify that I am fully qualified to perform the position described and can, with or without reasonable accommodation, perform the essential functions of the position.

*If applicable, please list any accommodations that would be necessary to enable you to perform the essential functions of the position:* \_\_\_\_\_

\_\_\_\_\_

I understand that employment with Visalia Rescue Mission is considered “at-will”. Neither I, nor Visalia Rescue Mission, is committed to continuing the employment relationship for any specific term. Either I, or Visalia Rescue Mission, may terminate the employment relationship at any time, with or without cause and with or without notice.

*For an employee who is currently performing the job: (Please initial below)*

\_\_\_\_\_ I have reviewed the job description for my position and it accurately reflects at least 95% of the work I do on a daily basis.

\_\_\_\_\_ This job description should contain the following job responsibilities to be an accurate reflection of my daily or weekly job responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_

<b>Approved By</b>	
<b>Date Approved</b>	
<b>Date Received</b>	