



Nutrition Specialist / Cook

Position: Cook (Full-Time)

Reports To: Program Manager / Executive Director

Shifts:

- **Full-Time A:** 6 AM – 3 PM
- **Full-Time B:** 3 PM – 11 PM

Summary

The Cook is responsible for preparing and serving nutritious meals for residents in a group home setting. This role ensures all meals meet dietary needs, are served on time, and follow food safety guidelines. The Cook works closely with staff to support youth during mealtimes and maintains a clean, organized kitchen environment.

Key Duties

- Prepare and serve daily meals (breakfast, lunch, dinner, and snacks) for up to 50 residents across 5 homes.
- Follow menus, recipes, and dietary restrictions, including food allergies and special diets.
- Coordinate with House Managers and Program Manager for meal schedules.
- Maintain cleanliness and organization of kitchen, storage, and equipment.
- Assist with ordering, receiving, and storing food supplies.
- Work with part-time support (during dinner shift) to ensure timely serving and cleanup.
- Follow food safety, sanitation, and health regulations.

- Support positive, respectful interactions with residents during mealtimes.

Qualifications

- High school diploma or GED required.
- Experience in food service, cafeteria, or institutional kitchen preferred.
- Knowledge of food safety and sanitation practices.
- Ability to plan, prepare, and serve meals on schedule.
- Strong teamwork and time management skills.
- Must pass background check, fingerprinting, and drug screening.
- Valid driver's license preferred.

Work Environment

Fast-paced kitchen supporting youth in a residential care program. Requires standing for long periods, lifting up to 30 lbs, and working evenings, weekends, and holidays as scheduled.