



Resolving  
Homelessness  
Together

## Housing Matters

### Cook

Housing Matters partners with individuals and families to create pathways out of their homelessness into permanent housing. Housing Matters is a leader in working to end homelessness – and we want you to be part of our team. Housing Matters is looking for individuals eager to make a difference and willing to enthusiastically commit to joining in our vision that homelessness in Santa Cruz County should be rare, brief and non-recurring.

#### Job Description

Prepare meals for residents of the Housing Matters that are served daily. This position frequently works alongside volunteers and is expected to be totally immersed in the day-to-day operations involved with running an institutional kitchen while practicing safe food handling standards and procedures.

#### Job Duties:

- Preparing, cooking and serving meals. Food prepared must meet quality and Serve-safe standards for taste, temperature (doneness) and visual appeal.
- Use all equipment in a safe manner according to proper procedures – stove, tile skillet, kettle, convection ovens, can openers, knives, steam tables, ice wands, trash compactor, carts).
- Taking inventory and checking orders that arrive from the warehouse; organizing storage.
- Following opening and closing procedures.
- Maintaining and following cleaning and sanitizing protocols to ensure a safe environment

#### Qualifications:

- Ability to communicate effectively in written and verbal formats.
- Must possess basic computer skills.
- Must be able to operate kitchen equipment properly.
- Must possess excellent organizational, time management and customer service skills.
- Must possess a valid California driver's license.
- Minimum of 1 year of prior institutional cooking experience (school cafeteria, prison, shelter) preparing food for large volumes of people preferred.
- Must be Serve-safe certified.

[www.housingmatterssc.org](http://www.housingmatterssc.org)



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### Physical Demands:

In general, the following physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to allow differently-abled individuals to perform the essential functions of the job.

- Must be able to lift 50 lbs.
- Requires regular standing, walking, sitting, crouching, stooping, and communicating
- Requires manual dexterity for regular repetitive finger motion and frequently reaching, pulling, pushing and lifting of objects and operating equipment
- May be exposed to handling hazardous materials such as broken glass

Job Type: Part-time

Pay: \$16.00 - \$17.00 per hour

COVID-19 considerations:

All program participants and staff are required to wear masks at all times, wash hands frequently, and take their temperature before entry.

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