



ROLE DESCRIPTION

Role: Site Cook (Downtown Cincinnati)

DEPARTMENT: City Gospel Mission - Homeless Services (also supports Recovery Services)

REPORTS TO: CGM Kitchen Manager (Homeless Services)

CLASSIFICATION/ STATUS: Full-Time Exempt (40+ hours per week). The ideal schedule will rotate between an "A" Week and a "B" Week, though this could vary given the needs of the organization. The person in this role must have flexibility in her/his schedule to be able to cover meal preparation at different times of the day, on occasion —Breakfast, Lunch or Dinner, sometimes upon short notice.

GENERAL STATEMENT OF DUTIES & RESPONSIBILITIES:

The person in this role will help to create an environment of hospitality by preparing and serving nutritious and delicious meals for participants in City Gospel Mission's residential programs. This includes resident in the Homeless Shelter and participants in our Recovery Programs. He/she may also prepare food for special events for guests (site tours, staff celebrations, donor events, etc.) The cook will prep for meals, adhering to local health code standards and help with other aspects of working in a commercial environment including inventory, deep cleaning, menu planning and oversight of volunteers, who bring or prepare meals onsite. We typically provide and serve meals to our program participants in Homeless Services and Recovery Services daily. This could be up to 150 people, spread between three buildings, at two downtown locations. The Site Cook will prepare meals when volunteers are not preparing/providing them. It is important to note that our ability to provide hospitality to our residents and guests is a way of ministering to them. This posture will allow us to serve in a way that is consistent with the mission of CGM.

MAJOR POSITION RESPONSIBILITIES:

1. Conduct the work of Food Service in a manner that is consistent with the ministry's core values of being: Godly, builders of meaningful Relationships, Compassionate and focused on Positive Transformation for ourselves and participants in our programs.
2. Help to create an environment of hospitality amongst the community of people living and working at City Gospel Mission's Facilities. Establish and maintain a friendly and respectful environment that is conducive to positive life change.
3. Kitchen Oversight
 - Work with the CGM Kitchen Manager (Homeless Services) and Site Leaders to ensure that needed meals per day are provided for program participants.
 - As appropriate, supervise kitchen activities, including staff, participants and volunteers assigned to work in food services.
 - Operate all food services in compliance with established health and safety standards.

- Work with the Kitchen Manager/Chef to do meal planning and preparation that is mindful of donations and our budget.
 - Create nutritional and tasty meals while wisely using provisions/products.
 - Help manage inventory in cooperation with all CGM Kitchen sites.
 - Work closely with the Volunteer Engagement Manager to help build a team of volunteers who will supply meals for the program participants.
4. Ensure cleanliness (sanitization) of the kitchen and dining spaces. Ensure that all equipment is properly maintained and in working order. Train others in correct utilization.
 5. As needed participate in transporting meals from the primary Dalton site to the Goethe site, or vice versa.
 6. Work with the Volunteer Engagement Manager and site staff to assist volunteer groups who are dropping off or cooking/serving meals at one of the sites.
 7. Provide complete, accurate and timely communication (or documentation) of needed items, ex. inventory, shift times, food logs.
 8. Ensure adherence to all policies and procedures for guests, participants and volunteers.
 9. Work collaboratively as part of the Homeless Services and Transformation Recovery Service team to achieve organizational goals, in an environment that changes frequently. Therefore, kitchen staff members should be flexible if/when we need to modify in our programs, polices, and procedures.
 10. Pray regularly for residents, staff and City Gospel Mission and Hope House Mission. We value the power of prayer and encourage staff to pray. Spiritual growth is encouraged, but not forced on residents. We believe praying for community has a positive impact on residents and staff.

As with all CGM staff members, the person in this role will complete other work-related duties as assigned.

PERSONAL REQUIREMENTS:

1. Have the personal experience of receiving, by faith, Jesus Christ as Savior and Lord and be actively involved with a local church.
2. Have a passion to see men, women, and children come to know Jesus Christ as their personal Savior and Lord.
3. Have a personal fellowship with the Lord, which includes daily prayer and regular Bible study and church attendance.
4. Agree with and sign City Gospel Mission Statement of Faith.
5. Have a personal conviction to serve people of all ethnicities with genuine care and equity.
6. Must have reliable transportation.
7. Must pass background/motor vehicle checks and drug test.

PHYSICAL REQUIREMENTS:

1. The person in this role will ascend/descend stairs and lift or move up to 50 pounds of food donations in a commercial environment.
2. The person in this position frequently must be able to stand, sometimes for hours in a hot kitchen environment. The person must be able to lift, reach and bend in a commercial kitchen environment.

SKILLS AND EDUCATIONAL QUALIFICATIONS:

1. Mature in the Christian who can model servant-leadership.
2. Two-year culinary arts degree is preferred. High school diploma or GED is required.
3. Serv-Safe certificate required.
4. Previous experience in kitchen operations/management is required.
5. Some experience working with Homelessness, Substance Abuse, Mental Health, Housing, and the Criminal Justice systems is preferred.
6. Good math, reading and writing skills are needed. Computer literacy is very helpful.
7. The person in this role should be to say no and maintain appropriate boundaries, while being gracious in his/her demeanor.

Interested candidates, please submit a resume to Kelly Wilson at KWilson@citygospelmission.org

Date Revised: 3/5/25