



MISSION

WACO | WORLD

Job Description	
MWMW Position Title (type in CAPS): MEYER CENTER COOK	
Staff Group:	<input type="checkbox"/> Executive Staff <input type="checkbox"/> Program Coordinator <input type="checkbox"/> Operations/General Staff <input type="checkbox"/> Program Director <input checked="" type="checkbox"/> Program Staff <input type="checkbox"/> Administrative Staff <input type="checkbox"/> Retail Manager <input type="checkbox"/> Retail Staff <input type="checkbox"/> _____
Immediate Supervisor: MC Administrator and MC Director	
Tasks also assigned by: Director of Meyer Center and Social Services; Associate Executive Director-Programs	
Immediate Subordinates: Work-study and Volunteers	
Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	Position Originally Created: 2020
	Date Last Revised: 3/21/2023
Hours Per Week: 15 hrs/week budgeted for breakfast. Additional hrs may be given for lunches in the future. Hrs. are 5:15 am to 8:15 am.	
General Summary: Prepare breakfast for My Brother's Keeper shelter residents; and occasionally for other Meyer Center-involved participants, programs, and activities.	
Critical Functions and Responsibilities	
1. Cook and serve breakfast Mon, Tues, Wed, Thurs, and Sat mornings following a pre-set menu. Setup/breakdown dining room and kitchen daily including sweeping/mopping and cleaning as necessary.	
2. Supervise volunteers and work-study if applicable.	
3. Lead or delegate morning devotional each morning.	
4. Maintain current Food Handler's and Food Manager's Certificates, and keep kitchen area up to Health Inspection Code.	
Additional Functions and Responsibilities	
1. Facilitate and manage a safe and positive environment.	
2. Prepare food for other events as needed – occasional lunches and/or dinners, typically when there are severe weather events that make it difficult for residents to walk to Salvation Army for those meals.	
3. Be flexible to cater continental breakfast at MBK from time to time.	
4. Track food inventory, donations, and meet allotted budget.	
5. Submit weekly food and supply order by order deadline. May be needed to assist with picking up orders from Sam's Club in Bellmead.	
6. As available, attend monthly Mission Waco Staff meetings, Meyer Center/ Social Services Staff meetings, and trainings as scheduled	
7. Participate in Giant Worldwide leadership/communication development curriculum as offered by MWMW.	

The functions and responsibilities contained in this Position Description are not all inclusive. Other duties and requirements may be assigned at any time.

Requirements/Preferences	
Minimum skills and knowledge required: 1. Food Handler's License 2. Food Manager's License	Skills and knowledge preferred: 1. Knowledgeable in food science and nutrition
Minimum previous experience required: 1. 1-year cooking	Previous experience preferred: 1. 3-5 years cooking 2. Some culinary art classes or degree/Management in food services 3. Some experience with the homeless population
Minimum education required: High School Diploma or GED	Education preferred: Culinary Arts Degree and/or Bachelor's
Minimum communication skills required: 1. Must have excellent interpersonal skills – able to communicate appropriately and compassionately under pressure. 2. Represent Mission Waco's values with participants.	Communication skills preferred: 1. Bilingual. 2. Excellent ability to communicate.
Behavioral, emotional, mental requirements: 1. Must be a wise and mature Christ-follower. 2. Mindfulness. 3. Self-control (behavior)/Self-regulation (mental/emotional). 4. Assertive. 5. Respectful.	
Other requirements: <ul style="list-style-type: none"> • Able to keep flexible hours. • Some light lifting (25-50 lbs). • Ability to serve in a fast-paced, high-pressure environment. 	

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