

# eliminating racism empowering women

## ywca job description

YWCA of Kalamazoo  
353 E. Michigan Ave.  
Kalamazoo, MI 49007

T: 269-345-5595  
F: 269-345-8230  
hr@ywcakalamazoo.org  
www.ywcakalamazoo.org

**Position:** Lead Cook

**Department:** YWCA Dreamery

**Supervisor:** Food Service Coordinator

**Compensation Range:** 16.00+ EXCELLENT Benefits

**FLSA Status:** Non-Exempt, Full-Time

**Hours of Work:** Monday – Friday; Typical Business Hours. Occasional evening or weekend work.

**Application:** Please send resume and cover letter to hr@ywcakalamazoo.org

---

### MISSION STATEMENT:

Eliminate racism, empower women, and promote peace, justice, freedom and dignity for all.

**PRIMARY FUNCTION:** To prepare meals for the Dreamery; maintaining the quality and nutritional standards as required.

### QUALIFICATIONS:

1. Associate's Degree in Culinary or three years' food service experience
2. Ability to meet the requirements of Bureau of Child and Adult Licensing.
3. Ability to understand and follow all guidelines of the Health Department, YWCA, and the Child and Adult Care Food Program including taking direction or correction from others in order to comply with those guidelines.
4. Demonstrated ability to work with people of diverse backgrounds.
5. Demonstrated ability to communicate clearly, accurately, and professionally.
6. Proof of freedom from communicable tuberculosis according to Bureau of Regulatory Services licensing requirements.
7. Must be able to safely lift 60 pounds.

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*

### RESPONSIBILITIES:

1. Under the direction of the Food Service Coordinator, provide nutritious meals following the pre-planned menus in order to meet the guidelines and requirements for the Child and Adult Care Food Program.
2. Arrive on-time, well-rested, ready to work with an open mind and positive attitude to all shifts.
3. Work cooperatively and for the good of others with kitchen staff, program participants, YWCA staff and volunteers.
4. Be responsible for communicating kitchen needs, feedback, and challenges to the Food Service Coordinator proactively.
5. Maintain a clean working environment, including all high-touch surfaces, food preparation, storage areas, and work-related laundry.
6. Direct the rotation of ingredients weekly or daily, as needed.
7. Receive and properly store all food products and kitchen materials.
8. Direct the deep cleaning schedule as well as opening and closing routine completion daily.

9. Safe, accurate, and timely delivery of all meals and snacks to the Dreamery Classrooms.
10. Strict observance of food handling with regard to allergens and dietary restrictions including separate plating and labeling.
11. Assist with the collection and cleaning of all serving and classroom dishes, returning in a timely manner.
12. Enforce that all personnel entering the kitchen correctly follows all guidelines of the Health Department, the Child and Adult Care Food Program and the YWCA.
13. Maintain accurate kitchen logs in compliance with the Child and Adult Care Food Program and other regulatory requirements.
14. Support the training of new hires and volunteers.
15. Safeguard confidential information gained as a result of the position.
16. Comply with applicable local, state and federal licensing requirements/certification and or regulations.
17. Comply with Association policy regarding required reporting of child abuse and neglect.
18. Report to the Food Service Coordinator.
19. Perform other duties as assigned.

**WORKING CONDITIONS AND ESSENTIAL FUNCTIONS:**

1. YWCA location
2. Off-site location
3. Potential outdoor events
4. Sitting, standing, kneeling, bending, some lifting
5. Frequently required to stand
6. Frequently required to walk
7. Frequently required to sit
8. Continually required to utilize hand and finger dexterity
9. Frequently/Continually required to climb, balance, bend, stoop, kneel or crawl
10. Frequently/Continually required to talk or hear
11. Occasionally required to taste or smell
12. Occasionally exposed to wet and/or humid conditions (non-weather)
13. Continually work near moving mechanical parts
14. Occasionally work in high, precarious places
15. Occasionally work around fumes, airborne particles, or toxic chemicals
16. Frequently exposure to outside weather conditions
17. Occasionally exposure to extreme heat or cold (non-weather)
18. Occasionally exposure to bloodborne and airborne pathogens or infectious materials
19. While performing the duties of this job, the noise level in the work environment is usually quiet
20. The employee must frequently lift and/or move up to 40 pounds
21. Specific vision abilities required by this job include: Close vision; Distance vision; Color vision; Peripheral vision; Depth perception and ability to adjust focus
22. Specialized equipment, machines, or vehicles used: Mini Bus & Commercial Kitchen Appliances

**TRAINING REQUIREMENTS:**

1. Orientation to YWCA Personnel Policies, Mission, Purpose and One Imperative.
2. Racial Justice Training
3. Pronoun Training
4. ServSafe Training
5. CACFP Training
6. Orientation to Domestic Violence, Sexual Assault, Confidentiality, Mandatory Reporting.
7. Other appropriate training and in-service which will occur during employment.

---

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical*

*requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Equal Opportunity Employer

**ACKNOWLEDGEMENT**

**I have read the foregoing job description and understand the responsibilities of the job. I agree that I am able to perform the essential duties of this position.**

**Employee Signature:** \_\_\_\_\_ **Date:**

**Supervisor Signature:** \_\_\_\_\_ **Date:**

**Vice President Signature:** \_\_\_\_\_ **Date:**

**CEO Signature:** \_\_\_\_\_ **Date:**

**HR Signature:** \_\_\_\_\_ **Date:**

**Last Revised On:** Jul 19, 2022 Sr. Director of ILC