

**FORT BEND COUNTY WOMEN'S CENTER, INC.**  
**JOB DESCRIPTION**  
**SHELTER COOK**

**REPORTS TO:** Shelter Operations Coordinator

**STATUS:** Full-time, hourly

**RESPONSIBILITIES:** Responsible for meal preparation, donation distribution, cleanliness of kitchen and dining room area, and maintaining food pantry and grocery supplies.

**DUTIES:**

1. Plan and prepare balanced meals for residents.
2. Supervise volunteers performing related duties.
3. Work with food management / nutrition staff to prepare balanced meals while remaining in budget guidelines.
5. Keep kitchen equipment sanitized and up to code daily.
6. Work closely with Resident Advocates as they deliver services to clients.
7. Follow all safety guidelines to insure overall safety of clients and personnel.
8. Other duties as assigned.

**HOURS:** 40 hours per week, Monday – Friday, 10:00 am – 6:00 pm

**QUALIFICATIONS:** Food Servers certification, (will obtain within first six months of employment), related field experience, able to lift 50 lbs; and adaptability to fit in with a team- oriented work environment, must have agencies CORE values, Service, Passion, Integrity, Respect, Innovation and Teamwork.

**PAY:** Hourly rate based on experience.

**BENEFITS:** Medical, dental and vision options available; company paid life, 403b, PTO.