

Kitchen Cook (PT)

Reports to: Huddle Up Manager and Director of Group Programming and Community Outreach

Position Status: Part- Time (8-10 hours per week), Non-Exempt

Momentous Institute is a non-profit organization providing mental health services to children and their families. We are committed to offering high quality, low barrier services where no family is ever turned away for an inability to pay. We are looking for someone to support our *Huddle Up* program, which is a group intervention for children ages 11-15 and their caregivers. A key, therapeutic part of the program is the opportunity for families to eat together. This role will plan, shop for, and prepare a weekly meal for 20-30 clients participating in the program.

Momentous Institute: located at 9705 Harry Hines Blvd in Dallas, TX, is looking for one (1) part-time cook to join our team. Our ideal candidate is a self-starter, motivated, and engaged.

Hours

This is an 8 to 10 hrs./week position. **Applicants *must* be available on Tuesdays from 4:00pm to 8:00pm.** Additional hours are for meal planning and shopping and therefore some flexibility can be provided to accommodate availability of qualified candidates.

Responsibilities:

- Plan and prepare weekly meal for 20-30 individuals
- Shop for ingredients. Must have a valid drivers license, insurance and means of transportation
- Set up workstations & prepare food to business standards
- Follow health and safety guidelines and maintain cleanliness of kitchen
- Must be able to prepare meals for children and adults
- Purchase needed food for other Therapeutic Services programs, including daily snacks for clients, and food needed for camp trips.
- Other duties as assigned

Qualifications:

- Proven working experience as a cook
- Familiarity with kitchen equipment and utensils
- Current Texas Food Handler Certificate (Momentous Institute will also support renewal or acquisition of certificate).
- Familiarity with health and safety guidelines
- Strong attention to detail
- Ability to listen and communicate effectively
- Must have basic computer skills

The ideal candidate will exhibit Momentous Institute's core values:

Respectfulness, Commitment, Humility, Innovation, , Stewardship

Physical Demands:

- Occasionally moving self in different positions to accomplish tasks in various environments including tight and confined spaces.
- Constantly remaining in a stationary position, often standing, or sitting for prolonged periods.
- Occasionally adjusting or moving objects up to 25 pounds in all directions
- Occasionally operating motor vehicles
- Occasionally assessing the accuracy, neatness and thoroughness of the work assigned.

Interested:

Applications are currently being accepted and the position will remain open until filled. Please send letter of interest and resume or request an application to:

Bridgette Contreras

Administrative Service Coordinator
bcontreras@momentousinstitute.org

COVID-19 vaccine is required for all employees as of September 1, 2021. (Momentous Institute is an equal opportunity employer and reasonable accommodations will be considered for valid medical or religious exemptions.)

Momentous Institute maintains a policy of non-discrimination for all employees and applicants in every facet of the organization’s operations. Momentous Institute hires, trains, and promotes all qualified employees without discrimination on the basis of race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry

Policy Statement

No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute will fully cooperate with authorities if allegations of abuse are made requiring investigation.