



## **JOB ANNOUNCEMENT**

*Bill Wilson Center is a nationally and regionally recognized leader for providing services to at-risk youth and families. Our agency -- from our executive team to our line staff -- is committed to improving the lives and conditions of the people we serve. We provide direct services to more than 3,500 children, youth, young adults and families in Santa Clara County. BWC provides services that meet the cultural and linguistic needs of our whole community. We value our unique ethnic diversity as well as the LGBTQ community and non-able body community. Join us and become a difference maker at Bill Wilson Center! Find out more at [http://www.billwilsoncenter.org/bwc\\_jobs/](http://www.billwilsoncenter.org/bwc_jobs/)*

### **JOB TITLE: Cook – Safety Net Shelter**

#### **SUMMARY:**

Bill Wilson Center is a nationally and regionally recognized leader for providing services to at-risk youth and families. Our agency -- from our executive team to our line staff -- is committed to improving the lives and conditions of the people we serve. We provide direct services to more than 3,500 children, youth, young adults and families in Santa Clara County. BWC provides services that meet the cultural and linguistic needs of our whole community. We value our unique ethnic diversity as well as the LGBTQ community and non-able body community.

We have a wonderful opportunity for a part time Cook. The Cook prepares and cooks family style meals for 10-15 young people, ages 11-17 yrs. who are residing at the Safety Net Shelter. Be a part of a team that supports youth in managing daily life skills while preparing to return home to their families. Having the youth help in the preparation while teaching them how to cook is a Bonus!!!

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Cooks food in quantities according to menu and number of persons to be served. This includes advance preparation of lunch and dinner meals for weekends
- Develop monthly menus including 3 meals and 2 snacks daily taking advantage of foods in season and local availability.
- Coordinate food purchases to include shopping
- Maintain proper food storage and ensure work area is neat, clean and disinfected.
- Maintain clean and hygienic work area
- Keep Program Manager or Division Director informed of supplies you may need. Ensure sufficient supplies are kept on hand at all times (includes stocking up when taking planned vacations)
- Report all maintenance or safety issues to manger or Facilities Manager immediately.

Cook – Safety Net Shelter

- Ensure that every item in the refrigerator is labeled with dates of first use.
- Participate in agency Safety initiatives and proactively report safety issues to management immediately
- Willingness to take Food Handling class through Second Food Harvest within 30 days of employment
- Other duties as assigned

### **QUALIFICATIONS:**

High school diploma or GED; or one to three months related experience and /or training; or equivalent combination of education and experience. Current CPR and First Aid Certification required (or complete within 30 days of hire). Fingerprinting/background check as required by the Department of Justice and/or Title XXII regulations. TB test required. Current driver's license, access to a vehicle and personal automobile insurance required. Safe food handling service certificate within 30 days of employment (Bill Wilson Center will arrange for you)

**All applicants are required to be fully vaccination with booster against COVID-19 (if eligible or agree to receive booster at the time of eligibility) prior to employment.**

### **SALARY RANGE:**

Depending on experience. 100% employer paid Medical, Dental, Vision, Life Insurance, LTD and Employee Assistance Program. Retirement Plan with discretionary Employer Contribution. Generous PTO plan, 13 paid Holidays. And much more!

**For consideration, please submit cover letter and resume to and be sure to reference the position name in the subject line and/or cover letter:**

**BILL WILSON CENTER**  
**ATTN: Resumes**  
**FAX: (408) 244-4022**  
**Email: [resumes@billwilsoncenter.org](mailto:resumes@billwilsoncenter.org)**

### **EEO:**

*Bill Wilson Center is an Equal Opportunity/Affirmative Action employer committed to building a team that represents the racial, ethnic and linguistic needs of our community. People of color, women, persons with disabilities, and persons who are LGBTQ are strongly encouraged to apply.*

*This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. Because of a need to remain responsive to the needs of our clients and BWC's operations, responsibilities may be modified at any time.*