

Cook

Full-Time | Hourly



Jobs • Housing • Hope

About Project Place

Since 1967, Project Place has been a resource for individuals who are experiencing homelessness in Boston. Through innovative programming, including social enterprises, we facilitate the successful transition of individuals to economic self-sufficiency. Comprehensive programming consists of classroom instruction, on-the-job training, case management services, housing and job placement, credential training, retention, and employment services.

Our office is in the South End of Boston, conveniently located less than a mile from the MBTA Orange subway line and Red subway line. The MBTA Silver Line bus also stops directly in front of our building.

Please visit our website at www.projectplace.org for more information about our organization.

About This Job

Job Title: Cook
Reports to: Client Services Manager

Responsibilities:

The Cook will support Project Place programming through providing nutritious meals to program participants. Additionally, the Cook will work in collaboration with Project Place staff to train and support individuals enrolled in the agency's small businesses.

Specific duties of the Cook include:

- KITCHEN MANAGEMENT
 - Managing day-to-day operations of the kitchen
 - Maintaining organized and sanitary kitchen, dining area, food pantry, and food storage areas
 - Receiving, stocking, and storing food deliveries
 - Maintaining appropriate inventory levels of food and kitchen supplies
 - Ensuring that kitchen equipment is prepared and working properly in advance of scheduled inspections by the City of Boston and Department of Health

- DAILY MEAL PREPARATION
 - Preparing daily lunches for up to 60 individuals, including to-go meals
 - Fulfilling agency food requests including special events and holiday food preparation
 - Preparing weekly menus to deliver nutritionally balanced meals
- INTERACTING WITH PROGRAM PARTICIPANTS
 - Creating a positive rapport with program participants
 - Supporting skill development in the preparation of nutritious foods
 - Working in conjunction with Project Place staff to provide feedback on the performance of program participants
- Other duties as assigned by the Executive Director or designee.

Qualifications:

- Familiarity with the barriers associated with individuals experiencing homelessness, returning to the community from incarceration, and experiencing substance use disorders preferred
- At least one year of experience or equivalent training in a restaurant and/or food service setting
- Demonstrated ability to prepare nutritious food in high volumes
- ServSafe and MA Allergen certified
- Ability to lift 50 pounds and stand for extended periods of time.

Location: Work will be performed in person at our office.

Schedule: Monday through Friday, 30 hours a week, typically from 8:30 AM to 2:30 PM.

Compensation & Benefits

The pay rate for this position is \$19 per hour.

Our benefits include:

- 3 weeks of vacation in the first year; 4 weeks of vacation every year thereafter
- 10 sick days and 3 personal days annually
- 13 holidays and 1 floating holiday
- Medical insurance, dental insurance, vision, and life/long-term disability insurance
- 401(k) plan and 401(k) match.

How to Apply

Please submit both a cover letter and resume to Azeb Girma, Client Services Manager, at agirma@projectplace.org. No phone-call inquiries or in-person applications, please.

Equal Employment Opportunity & Affirmative Action Policy

It is the policy of Project Place to provide equal employment opportunities without regard to race, color, religion, sex, national origin or ancestry, age, disability, military or veteran status, sexual orientation, gender identity or expression (including transgender), genetic information or any other protected characteristic under applicable law (“protected class status”).

Project Place also will take affirmative action as called for by applicable laws and Executive Orders to ensure that diverse individuals, including qualified individuals with a disability, are introduced into the Agency’s workforce and considered for promotional opportunities.