



Cafeteria Cook

Department: Kitchen | Reports to: Kitchen Supervisor

The Northwest Regional Re-entry Center (NWRRC) is a non-profit organization which has been in continuous operation since 1964. We operate a 100-plus bed residential re-entry center and provide transitional services to offenders re-entering society from incarceration, for probation clients serving sanctions for violations of their supervised release, and for those under community restoration orders. Our mission is to support, educate and encourage our residents, while they do the work necessary, to develop and implement an Individualized Program Plan that guides them in the successful transition back into their communities/families including finding employment and housing, without reoffending. We are also committed to assuring constant supervision, providing structure for accountability and as a result, protecting the community.

Our Position:

We are seeking an individual with a passion for providing high quality service in a residential setting to fill a full time Cafeteria Cook position. A Cook at the Northwest Regional Re-Entry Center (NWRRC) assists the Kitchen Supervisor in a variety of tasks to prepare, cook, and serve a large volume of food at the facility. The quality of the food served will have a direct impact on resident morale as well as staff morale. The position will perform a variety of clean-up duties following standard practices/procedures and compliance with regulatory requirements from the County Health Department, Bureau of Prisons, and other agencies. Cooks shall recognize that a food service program which does not meet the requirements will influence the success of other programs.

Responsibilities:

- Perform routine kitchen tasks, such as setting up workstations and preparing ingredients.
- Cook according to established menus, special dietary or nutritional restrictions, or number of portions to be served.
- Make substitutions to established menus as necessary.
- Prepare and cook food using a variety of methods.
- Plan food production to coordinate with meal serving hours so that excellence, quality, temperature and appearance of food are preserved.
- Setup steam table and ensure proper serving of food for tray line.
- Apportion and serve food to facility residents, employees, and guests.
- Communicate with Security staff to ensure all sack lunches and saved meals are prepared and stored as necessary.
- Communicate with Security staff if concerns arise with the residents.
- Operate a commercial dishwashing machine and wash items by hand.
- Assist in storing food and supplies, inventory, and maintenance of records; assist with ordering.
- Comply with established sanitation, health, and personal hygiene standards.
- Use of proper body mechanics and cleaning procedures to prevent accidental injuries to self and others.
- Work independently to successfully perform all duties and responsibilities.
- Assist other staff for the purpose of supporting them in the completion of their work activities.
- Other duties as assigned.

Qualifications:

- Experience: Job-related experience desired, including knowledge of principles and techniques of food handling including kitchen safety, food preparation, and cooking methods as well as food service and storage.
- Experience should include sufficient understanding of mathematics, such as basic equations, amount of ingredients needed, substitutions, ratios, and conversions. And sufficient knowledge/ability to utilize computers, such as to use email, operate an online training program, and to clock-in and out for each shift.
- Certificate: Valid Oregon Food Handlers Certificate required.
- Availability: Ability to meet the demands of the facility and available to work on short notice. This includes mandatory availability to work mornings, afternoons, evenings, weekends, and holidays.
- Clearance: Must participate in our pre-employment screening process, including a Federal background check and drug test (includes the use of marijuana, a Schedule I drug under federal law).

Environment:

NWRRC operates 24 hours a day, 365 days a year. The days and hours worked will vary based on position status, staffing levels and demand. The Cook will encounter many of the same stresses as other departments in serving a correctional client population. Failure by residents to perform cafeteria chores and resident health difficulties add stress in the work place. Occasional behavioral problems must be anticipated and strict professional relationship boundaries between staff and residents must be maintained. Kitchen staff must be able to regularly communicate and coordinate with Security, Case Management or Administrative staff to assist with and control problematic behaviors in the cafeteria.

Physical Requirements:

The methods of performing the functions of this position require the following physical demands: lifting, carrying, pushing, and pulling items up to 10 pounds regularly, 20 pounds frequently, and 50 pounds infrequently; lifting from floor to shoulder regularly and overhead infrequently; frequent balancing, stooping, kneeling, and crouching; fine finger dexterity, such as using hands and fingers for chopping; and repetitive movements. Generally, the job requires 5% sitting, 25% walking, and 70% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Perks:

We offer great benefits and perks to our full-time staff. Here are some highlights on what we offer:

- Industry competitive wages with the potential for generous merit-based increases
- A supportive environment where growth is promoted
- Generous time off, including PTO, vacation and sick time
- Employer-funded SEP-IRA retirement plan (after 1 year); NWRRC currently contributes 7% of your gross wages
- 100% employer-paid medical and dental insurance premiums
- Tuition assistance, fitness center subsidy, and a free daily meal!

How to Apply

For consideration, submit a resume and cover letter describing your interest and how you meet the qualifications. Email your submission to Jessica, HR Specialist, at jessicad@nw-rrc.org.

Thank you for your interest in joining our team!

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