

**Organization:** The Well Community

**Position Title:** Cook (part-time: 12-14 hours per week)

**Job Location:** Dallas, TX

### **General Information**

The Cook supports the Community Life Center to provide the noon meal for 40-60 members/clients Monday—Wednesday. This position is part of the staff team, including the Program Manager, Program and Volunteer Coordinator and Jacob's House Manager.

The Well Community, founded in 2002, is the only faith-based nonprofit in the Dallas Metroplex exclusively serving adults who face the challenges of severe mental illnesses. The Well Community's offices are located in the Oak Cliff area of Dallas, Texas.

**To learn more about The Well Community visit [wellcommunity.org](http://wellcommunity.org)**

**To apply:** Please email resume and cover letter, along with three professional references, to [hr@wellcommunity.org](mailto:hr@wellcommunity.org), or mail to Well Community, c/o HR Coordinator, 125 Sunset Ave. Dallas, TX 75208. **No phone calls please.**

**Schedule:** Monday-Wednesday, 9 a.m. to 1 p.m., Hours per week: 12-14

**Supervisor:** Program Manager

### **Responsibilities:**

- Adhere to a planned menu for the purpose of conserving food costs
- Ensure all kitchen equipment, tools and work tables are maintained in a clean and sanitary state
- Maintain a clean, safe and organized work environment
- Assist and comply with verbal or written instruction(s) issued by the Supervisor
- Prepare nutritious meals and be willing to learn more about healthy diets
- Manage time efficiently and work independently with minimum supervision
- Work cooperatively with the supervisor, staff, volunteers and others
- Be respectful to Well members/clients and guests
- Pay attention to detail, accuracy and meeting deadlines
- Practice good judgment and discretion

**General Qualifications:**

- Criminal background check, conducted by The Well Community
- Texas driver's license, or state ID and another form of ID
- U.S. work authorization
- High school diploma or equivalent preferred
- At least six months of experience working in food services or similar work
- Food Handlers Certification; the Well Community will arrange for the online course
- Maintain access to reliable transportation
- Demonstrate good communications skills, both written and verbal

**COVID-19 considerations and precaution(s):**

To keep our staff, volunteers, members/clients and others safe, we require everyone to wear a mask and gloves, practice social distancing and sanitize their hands often. To help insure this:

- Required personal protective equipment are provided
- Social distancing guidelines are in place
- Sanitizing, disinfecting and cleaning procedures are in place

*The Well Community is an equal-opportunity employer and does not discriminate based on age, race, national origin, gender, sexual orientation, religion, marital status, parental status or mental/physical handicap.*