



## JOB DESCRIPTION

NOTICE: This job description is provided as a general summary of common job duties performed by individuals assigned this job title. It is not all-inclusive, nor is it intended to create a contract, written or implied, between employees and Building Opportunities for Self Sufficiency, nor does it in any way alter the employment-at-will relationship that exists between employees and Building Opportunities for Self Sufficiency. As a condition of employment, all agency employees are expected to perform job duties assigned by agency management even when such duties are not included in their job description.

**JOB TITLE:** Cook

**REPORTS TO:** Program Manager

**EMPLOYMENT STATUS:** Non-Exempt

**TIME COMMITMENT:**

**BARGAINING UNIT:** Local Union #1991, IUPAT, AFL-CIO.

**STARTING SALARY:** \$24.00/hour

## ORGANIZATION

The mission of BOSS is to help homeless, poor, and disabled people achieve health and self-sufficiency, and to fight against the root causes of poverty and homelessness. The organization was founded in 1971 by a group of volunteers from the Hillel Streetwork Project in Berkeley who responded to the needs of mentally ill individuals being released to the streets by state hospital closures. Today, BOSS develops solutions to mass homelessness, mass incarceration, and community violence and is dedicated to the inclusion of people marginalized by addiction, trauma, criminality, incarceration, poverty, racism, sexism, homelessness, and violence with an intentional focus on four areas of service with Housing Security, Criminal Justice Reentry, Neighborhood Safety, and Social Justice Programs and services. BOSS works one-on-one with each family and each individual to help them achieve stable income, permanent affordable housing, and lasting wellness.

## POSITION DESCRIPTION

Under the supervision of the Program Manager the *Cook* is responsible for storing, labeling, preparing, and serving food & drinks in accordance with standard printed menus, special diets, applicable health standards, and Building Opportunities for Self-Sufficiency (BOSS).

## ABILITY TO:

Develop and maintain collaborative working relationships with participants, staff, and industry partners; interpret policies, procedures, techniques, and rules governing employment and job placement; demonstrate sensitivity to and respect for, a diverse population; represent BOSS by giving presentations and participating in meetings with individuals and groups; communicate effectively in English, both verbally and in writing; work independently with minimum supervision; monitor, track and compile statistical information; give and follow written and oral instructions.

#### KNOWLEDGE OF:

- Must possess a commitment to the belief that all people have the right to dignity, respect, opportunity, and full community inclusion.
- Must have a philosophy that is consistent with the Mission, Vision, and Core Values of the organization.
- Ability to work under pressure and meet established goals and objectives; strong interpersonal, persuasion, and creative problem-solving skills are required.

#### QUALIFICATIONS

##### EDUCATION AND EXPERIENCE:

- High School Diploma or GED; an Associate's Degree from a two or four year college is strongly preferred.
- Food Handlers Safety Certification
- Good understanding of diversity issues and ability to work cooperatively and respectfully with a diverse team of co-workers and a diverse client population.
- Good oral and legible written communication skills.
- Flexibility and openness to try different interventions.
- Desire and ability to work with a racially and ethnically diverse clientele that is facing multiple challenges related to disabilities and homelessness.
- Access to a reliable vehicle, insurance, current CA driver's license & good driving record. · Possess a good driving record, have a valid driver's license and have access to a reliable vehicle with insurance.

##### Preferred Skills:

Experience with homeless, vulnerable, and/or diverse populations and the knowledge surrounding poverty and social factors involved;

Ability to understand the needs of formerly homeless people with disabilities and to develop collaborative goals towards greater self-sufficiency and independence in the greater community.

##### Other expectations:

- Access to a reliable vehicle, insurance for the previously stated vehicle, and a current valid CA driver's license & good driving record.
- Certification in CPR/First Aid.

##### LANGUAGE SKILLS:

Ability to read and comprehend instructions, short correspondence, memos, business correspondence, and all other mental health-related documents. Ability to write clear, concise, and accurate correspondence. Effective oral and written communication skills.

##### MATHEMATICAL SKILLS:

College-level mathematical skills are required.

##### REASONING ABILITY:

Ability to solve complex problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram form. Demonstrated skill with problem-solving techniques.

##### PHYSICAL DEMANDS:

The physical demands described here represent those that must be met by staff members to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of the job, the employee is regularly required to sit, stand, move up and down stairways, talk and hear, and drive to and from community appointments. The employee must regularly lift and/or move up to ten pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

**MENTAL DEMANDS:**

This position requires the individual to work with minimal supervision. Guidance is available as necessary, however, the individual is expected to function autonomously and make individual decisions when appropriate. The position does require the ability to interact with a variety of individuals and the ability to meet deadlines and time pressure based on the volume of work.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The noise and/or level of distractions in the work environment is usually moderate.

**CONCLUSION:**

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I invite you to be part of a vibrant and talented team that is committed to promoting health and self-sufficiency, fighting for equity, and celebrating diversity and inclusion!

BOSS is committed to the principle of equal opportunity in education and employment. BOSS does not discriminate on the basis of sex, race, color, creed, national origin, age, religion, sexual orientation, gender identity, gender expression, veteran status, or disability in admission to, access to, treatment in, or employment in its programs and activities.

*Black, Indigenous, People of Color, and individuals with lived experience are highly encouraged to apply!*

**Send resume and cover letter to:**

[hrjobs@self-sufficiency.org](mailto:hrjobs@self-sufficiency.org)