



Date: June 4, 2019

POSITION DESCRIPTION
COOK, NATHALIE SALMON HOUSE

TITLE: Cook, Nathalie Salmon House
REPORTS TO: Good Life Coordinator
SUPERVISES: Resident Assistants and Volunteers as needed
STATUS: Non-Exempt, full-time (9:30-5:30 M-F)

H.O.M.E. Overview:

Housing Opportunities & Maintenance for the Elderly (H.O.M.E.) is a one-of-a-kind Chicago organization that seeks to foster joy, connection and independence for Chicago's low-income seniors. H.O.M.E. is a bright spot for all who know it. Founded in 1982, H.O.M.E. has helped thousands of low-income seniors in Chicago maintain their independence by providing a home upkeep and repair service, shopping bus, moving program, and three affordable apartment buildings where seniors can live comfortably in an intergenerational environment. H.O.M.E. is characterized by a warm and caring culture.

Job Description:

This position is responsible for planning, preparing, and serving lunch and dinner to approximately 12+ residents Monday through Friday. Assists with special parties and community lunches where food is served. The individual in this position is based at the Nathalie Salmon House, 7320 N. Sheridan Road, Chicago.

Responsibilities:

1. Uses cooking knowledge to plan healthy, appealing menus while being aware of budget.
2. Wisely utilizes house food supplies already on hand.
3. Prepares grocery lists and menus one week in advance for Coordinator approval.
4. Cooks food portions of adequate for the size of the group being served.
5. Although special diets are not offered, some accommodations are made for the health of residents; flexibility is a must.
6. Manages food storage and cleanliness of kitchen (including appliances), pantry, and dining room.
7. Oversees all aspects of food in the house, with the exception of grocery shopping. This includes planning menus and grocery lists, as well as unloading groceries and organizing them in the food storage area.
8. Cleans out the fridge on a weekly basis.
9. Creates and maintains relationships with elderly residents of the Good Life Senior Residences as well as keeps the values of H.O.M.E. in everyday work and encounters with elderly residents.
10. Works with the Resident Assistants (RA) to maintain cleanliness of pantry and kitchen.
11. Displays teamwork skills and a passion for H.O.M.E.'s mission.
12. Educates staff in proper food preparation and handling.
13. May take responsibility for residents' needs in the absence of the Coordinator.

14. Other responsibilities assigned by the Good Life Coordinator.
15. Performs other duties as required.

Requirements:

Skills

1. Excellent communication and organizational skills.
2. Ability to engage in meaningful relationships with older adults.
3. Cooking experience and ability to create healthy meals that meet the expectations of the residents while cooking in quantity for 15+ people (residents plus Resident Assistants)
4. Ability to solve problems and utilize all resources.
5. Friendliness, pleasant demeanor and passion for cooking are a must.
6. Dependable and punctual.
7. Willingness to pitch in and do what needs to be done.
8. Holds and is able to live out H.O.M.E. values; values are consistent and congruent across professional and personal life.
9. Demonstrated commitment to diversity and inclusion.
10. Passion for the mission and vision of H.O.M.E.

Experience/Education:

1. At least one year's experience as a cook.
2. Certified in food sanitation or proper food handling.
3. Experience with the older adult population strongly preferred.

Work Environment:

1. Work place is a smoke- and drug-free environment.
2. Intermittent travel to off-site locations may be required.
3. Occasional night and weekend work may be asked of H.O.M.E. staff.
4. H.O.M.E. is an equal opportunity employer and prohibits discrimination and harassment of any kind. All employment decisions at H.O.M.E. are based on business needs, job requirements, and individual qualifications, without regard to race, ethnicity, creed, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, citizenship status, military service, marital status, order of protection status, handicap, disability (including HIV/AIDS), or any other characteristic protected by federal, state, or local law.

COMPENSATION: \$15/hour. Comprehensive benefits package.

HOW TO APPLY: Send your cover letter and resume (applications without cover letters will not be considered) via email by June 3, 2019 to Nikki Moustafa, Housing Director, at NikkiM@HOMEseniors.org No phone calls, please.

AFFIRMATIVE ACTION EMPLOYER