



POSITION AVAILABLE

Kitchen Cook

The Aliveness Project is a community center that provides on-site meals, food shelf, integrative therapies, case management and other programs to the HIV/AIDS community. The mission of The Aliveness Project is to encourage self-empowerment and provide direct services for persons living with HIV/AIDS.

Purpose: To serve and prepare nutritious meals at The Aliveness Project, a community center that provides services for people living with HIV/AIDS.

Responsibilities:

- A. Preparation and serving of nutritious meals during scheduled serving times. Includes cooking, baking and other food preparation, serving and clean-up.
- B. Assist with coordination of staff and volunteers who assist with preparation and serving of meals. Provide positive feedback or constructive criticism to kitchen workers and volunteers.
- C. Ability to follow menu plans and complete necessary tracking and reporting.
- D. Proper maintenance / instruction of kitchen, equipment, storeroom, dining areas according to rules of the Minnesota Health Department codes and basic safety.
- E. Work with community contacts as necessary for food procurement.
- F. Provide and maintain an open, warm and welcoming environment in the dining room.
- G. Ability to lift 50 pounds and to remain on feet for long periods of time.
- H. Strong communication skills and ability to deal with the public.
- I. Ability to maintain clean work area and complete job tasks as required.
- J. Performs other responsibilities as required or assigned.

Education and Experience Required:

- A. Prefer previous training and work experience in food preparation, food handling or related field.
- B. Required to pass and maintain a Food Manager Certificate, as required by the City of Minneapolis Licensing.
- C. Awareness of issues related to HIV/AIDS, preferably with knowledge regarding special diet requirements and food preparation for individuals living with HIV/AIDS.

Qualifications:

- A. Knowledge of correct food handling methods used, and resources available for foodstuffs, ability to secure contributions from various sources.
- B. Knowledge of and skills using personal computer equipment and related software for word processing (such as Word for Windows) and spreadsheet (such as Microsoft Excel).
- C. Skills in basic math such as applying fractions, decimals and percentages.
- D. Ability to respect and act in a confidential manner.
- E. Ability to manage, prioritize and complete multiple tasks.
- F. Ability to manage stress in a proactive manner.

Hours: 30-40 hours per week (M-F), including evenings (Monday-Thursday)

Salary: Starting at \$14.00/hour. Benefits include health insurance, holidays, Paid Time Off.

**To apply, please submit résumé with cover letter or complete job application
by 4 p.m. on Friday, February 6 to:**

The Aliveness Project, 3808 Nicollet, Minneapolis, MN 55409
PH: 612-822-7946 FAX: 612-822-9668
Email: executive@aliveness.org Website: www.aliveness.org

This position is open until filled.