



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.
- 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 to all members in the dining room areas.
- G. Ability to lift 50 pounds and to remain on feet for long periods of time.
- H. Strong communication skills, able 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:

Prefer previous training and work experience in food preparation, food handling or related field. Required to pass and maintain the Food Handling Certification as required by the City of Minneapolis Licensing. A knowledge issues related to HIV/AIDS, preferably with experience and/or education in special diet requirements and food preparation for individuals living with HIV/AIDS.

Qualifications:

- 1. Knowledge of correct food handling methods used, and resources available for foodstuffs, ability to secure contributions from various sources.
- 2. 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).
- 3. Skills in basic math such as applying fractions, decimals and percentages.
- 4. Ability to respect and act in a confidential manner.
- 5. Ability to manage, prioritize and complete multiple tasks.
- 6. Ability to manage stress in a proactive manner.

Hours: 40 hours per week, including evening and weekend hours.

Salary: Approximately \$14-15.00/hour depending on previous experience. Benefits include health insurance, holidays, Paid Time Off.

No telephone or e-mail inquiries, please. Position is open until filled.

**To apply, please submit resume with cover letter or complete job application
by 4:00 p.m. on Friday, February 11, 2011 to:**

The Aliveness Project, 730 East 38th Street, Minneapolis, MN 55407
PH: 612-822-7946 FAX: 612-822-9668 www.aliveness.org