



RESIDENTIAL COOK / SUPPORT STAFF

The Center on Juvenile and Criminal Justice (CJCJ) is seeking applicants for a part-time (24 hours/week) Residential Cook / Support Staff. This position is part of our Cameo House program, which provides wraparound, gender-responsive, and trauma-informed services to formerly homeless, pregnant and/or parenting justice-involved women in a structured residential setting. Cameo House creates and customizes treatment plans based on each participant's individual needs, and supports each participant for 1 to 2 years as they reintegrate back into their communities. Applicants should have an interest in working directly with women and children and an interest and commitment to criminal justice reform. CJCJ's mission is to reduce society's reliance on incarceration as a solution to social problems. For more information, visit www.cjcj.org.

The duties of the Residential Cook / Support Staff include:

- ***Food Service Responsibilities***
 - Creates bi-weekly menu plan.
 - Ensures meals are well-balanced, nutritious, and appealing.
 - Creates shopping need lists.
 - Responsible for shopping, purchasing, and ordering foods within budget.
 - Advise on possible improvements in efficiency.

- ***Food Storage and Safety Responsibilities***
 - Must have or obtain a California Food Handler Safety Card.
 - Manage food storage, proper refrigeration, and inventory control.
 - Maintain professional safety standards, cleanliness, and sanitation in accordance with all health and safety codes.
 - Notify supervisor of equipment needs.

- ***Treatment Setting Responsibilities***
 - Ensure that all kitchen participant workers practice safe food handling and hold participants accountable.
 - Train and evaluate participants assigned to the kitchen.
 - Maintain team cohesion and well-being within the kitchen.
 - Collaborate with supervisor and perform necessary functions to support Cameo House.

- ***And, other duties as assigned.***

Minimum Qualifications

- ***Education***

- High School Diploma or equivalent
- Knowledge/direct experience with safety and hygiene standards
- Nutrition
- Volume preparation, portion control, and food preservation.
- Inventory control system.

- ***Skills and abilities***

- Temperament to work with and train participants who have experienced trauma.
- Deep knowledge of recovery approaches.
- Strong professionalism, punctuality, flexibility and reliability.
- Excellent verbal, written, and interpersonal skills.
- Culturally competent and ability to work with a diverse population.
- Experience with Microsoft Office programs, including Microsoft Word, Microsoft Outlook, and Internet programs.
- Ability to hold sensitive, confidential information in a professional manner.
- Strong problem-solving and action-oriented skills.
- Excellent organizational skills, which include multitasking, managing priorities, and follow-through.
- Strong initiative and enthusiasm to support the program when necessary.
- Knowledge and experience with providing professional boundaries to participants.

- ***Certifications and licenses***

- Valid California driver's license.
- First Aid Certified within 30 days of employment.
- CPR Certified within 30 days of employment.

Compensation: We offer a generous benefits package, casual work environment, and a great team of committed professionals. The position reports directly to the Program Director.

To Apply: Please email letter of interest, resume, and references to cjcjoffice@gmail.com and include "Residential Cook / Support Staff" in the subject line.

WOMEN, PERSONS OF COLOR, INDIVIDUALS WITH PAST INVOLVEMENT IN THE JUSTICE SYSTEM, AND DIFFERENTLY ABLED PERSONS ARE ENCOURAGED TO APPLY