



Position: Junior Cook  
Hours: Part-Time, 20 hours a week [4 hour shifts]  
Classification: Regular, Nonexempt  
Salary Range: \$21 - \$25 / Hour  
Role: On Site

## ABOUT PORCHLIGHT

PorchLight is a 501(c)3 nonprofit organization founded in 1993 to provide a warm, safe, and hospitable place for single men to sleep and be nourished with three healthy meals each day. Today, with partnerships and support from King County's Eastside community, PorchLight serves more than 1,700 people each year with street outreach, day center services, shelters, permanent subsidized housing, case management, and other life-saving supportive services—including three meals a day, 365 days a year.

PorchLight a healthy, fiscally stable organization with a dedicated Board and staff poised to advance its mission. Our core values are relationship, community, empowerment, dignity and respect. These values embody the PorchLight mission to partner with men experiencing homelessness & the community to create a path to stable living.

## OVERVIEW OF POSITION

The Junior Cook is responsible for ensuring the organization provides nutritious and well-prepared meals to the clients. Including preparing ingredients to serve food, producing meals, and cleaning their workspace throughout the day to follow health and safety guidelines. They help to keep the kitchen organized and running efficiently and ensure proper food handling, sanitation, and following food storage procedures. Cooks are skilled in many different areas of kitchen work, including but not limited to cooking, cleaning, organization, and managing resources.

This position, in close collaboration with PorchLight staff, maintains a healthy and safe environment for the staff, clients, and visitors to the PorchLight facility.

The Junior Cook is integral to PorchLight's mission, vision, and values by ensuring clients are treated with dignity and Respect.

## KEY RESPONSIBILITIES

- Assist in the preparation and cooking of meals under the guidance of the head chef, and or independently.
- Maintain high standards of hygiene and cleanliness in the kitchen and dining area.
- Help with the planning of meals, considering nutritional needs and dietary restrictions.
- Receive, store, and organize food and supply deliveries, including managing inventory and ensuring the kitchen is well-stocked with necessary supplies.
- Ensure proper set-up of Dining Room for clients in a timely manner.
- Work closely with the head chef to learn new cooking recipes and techniques.



- Engage with employees, clients, visitors, donors, and volunteers in a respectful and supportive manner.
- Ability to handle kitchen utensils, and other tools. With good hand-eye coordination and precise movements are essential for safe food preparation.
- Ensure compliance with food safety regulations and standards.
- Actively participate in ongoing staff training and attend necessary meetings.
- Additional tasks and duties as assigned.

#### KNOWLEDGE, SKILLS, AND ABILITIES

- Basic cooking skills and knowledge of kitchen operations.
- Ability to follow recipes and instructions.
- Good understanding of food, health, and regulations
- Strong commitment to hygiene and food safety practices.
- Excellent teamwork and communication skills

#### EDUCATION AND EXPERIENCE

- High school diploma or equivalent combination of education and experience

#### CERTIFICATES, LICENSES & REGISTRATIONS

- ServSafe or Certified Professional Food Manager (NEHA-National Environmental Health Association) certification or ability to obtain within 180 days of hire date.

#### PHYSICAL REQUIREMENTS

- Prolonged periods of standing and walking.
- Ability to handle knives, and other kitchen utensils
- Must be able to lift up to 40 pounds at a time. Including heavy pots, pans, and ingredients.
- Repeated bending, reaching, stretching, and lifting.

#### SUBMISSION

To apply, please submit resume to [careers@porchlightcares.org](mailto:careers@porchlightcares.org)

PORCHLIGHT does not discriminate on the basis of race, religion, color, age, genetic information, sensory, mental or physical handicap, national origin, gender, sexual orientation, gender identity, gender expression, marital status, familial status, parental status, citizenship status, pregnancy, veteran status, political ideology or any other basis protected by applicable law.

PORCHLIGHT serves people from diverse cultures, races, gender identity, sexual orientation, and ages. We value diversity and intentionally work to recruit, hire and retain staff who reflect the diverse client population we are serving. PORCHLIGHT is an equal opportunity / affirmative action employer.

#### TIMELINE

Applications will be considered on an ongoing basis; position open until filled.