



**Title:** Cook

**Purpose:** Copper Shores Meals on Wheels is a home delivered and congregate meal service for people aged 60 and over. All meals are designed to provide 33% of the daily nutritional requirements and are available through donation. Meal delivery also includes a friendly hello and wellness check.

**Major Objective:** Copper Shores Meals on Wheels seeks a cook who is concerned with providing a professional work environment that focuses on food quality, client care, and providing a team approach in a high functioning kitchen operation. Applicants should be passionate about working with people, flexible, and able to work in a fast-paced team environment while prioritizing serving elders in the Copper Country.

**Scope of Work:**

Copper Shores Meals on Wheels is seeking a full-time Cook in its Hancock Kitchen. The incumbent performs a broad variety of tasks as directed by the Kitchen Manager. The incumbent will be responsible with all aspects of the production, packaging and clean-up of hot and frozen meals on a daily basis. The incumbent also performs other related duties as assigned.

**Qualifications:**

- Be dependable and work in a team environment.
- High School Diploma.
- Safe Kitchen skills and practices.
- Ability to prioritize and organize tasks and manage time effectively.
- Excellent attention to detail and a commitment to quality.
- Background check clearance.
- Ability to stand for extended periods of time and to lift 50 pounds. Physical ability to climb stairs.

**Position Preferences:**

- Knowledge of safe food handling techniques and guidelines.
- Experience working in a certified kitchen
- Current or previous training in Food Safe.



**Duties and Responsibilities:**

- Ability to listen and communicate effectively.
- Ability to represent Copper Shores Meals on Wheels in a professional, tactful, and friendly manner.
- Ability to work independently, prioritize work, exercise sound judgment, and make decisions in a timely manner.
- Ability to report and share information with team members and supervisor.
- Ability to respond calmly and appropriately to all on-the-job situations, including emergencies and difficult situations.
- Ability to demonstrate respect and sensitivity to the needs of individuals. Willing and able to relate to individuals from all ethnic, racial, religious, or socioeconomic backgrounds.
- Responsible for the preparation of meals under the direction of the Kitchen Manager & Head Cook.
- Ensure that all food items and products are stored, prepared and served based on Copper Shores Meals on Wheels identified preparation and portion standards.
- Ability to work with a schedule and complete tasks in allotted time.
- Ability to plan and strategize weekly prep.
- Follow all federal and local health department food and kitchen licensing requirements.
- Follow the accuracy of menus and recipes that meet federal standards.
- Stock, put away and rotate food as necessary.
- Assists in implementing the foodservice program for agency special events.
- Follows the safe operation of kitchen equipment and utensils and the proper handling of heavy items and hazardous materials.
- Keep work spaces clean and organized.
- Assist with all kitchen related duties, including washing dishes.
- Attend trainings and/or meetings as required.
- Other duties as assigned.

**Time Commitment:** 8:00 am – 4:00 pm, Monday-Friday

**Pay and Benefits:** \$15.00-\$16.25, based on experience level. Copper Shores Meals on Wheels is committed to offering a competitive compensation and benefit package including health, dental, vision, and prescription coverage along with a supplemental life and disability coverage; 401k contribution, and paid time off.



**COPPER SHORES**  
COMMUNITY HEALTH  
FOUNDATION

**At Will Employment:** Copper Shores Meals on Wheels acknowledge that the Employee's employment is and shall continue to be at-will, as defined under applicable law. If the Employee's employment terminates for any reason, the Employee shall not be entitled to any payments, benefits, damages, awards or compensation other than as provided by this Agreement, or as may otherwise be established under the Company's then existing employee benefit plans or policies at the time of termination.

**Equal Opportunity Employer:** Copper Shores Meals on Wheels is an equal opportunity employer and we do not engage in practices that discriminate against any person employed or seeking employment based on race, color, gender, religion, sex, national origin, age, marital status, sexual orientation, disability, genetic information, veterans' status, or any other protected status.

**Application Process:**

**Mail or email cover letter and resume to:**

Natasha Berg  
Human Resource Director/Compliance  
Copper Shores Community Health Foundation  
400 Quincy Street  
P.O. Box 299  
Hancock, Mi 49930  
nberg@coppershores.org

Application review will begin immediately and the position will remain posted until filled.



## **ORGANIZATION MISSION, VISION, AND GUIDING PRINCIPLES**

### **MISSION**

- To positively influence a healthful community through enhanced philanthropy and collaboration

### **VISION**

- To influence a shared vision (of a healthful community)
- To foster collaborations and partnerships
- and to build community capacity to shape outcomes

### **OUR VALUES**

- Integrity – We will be open, honest, and transparent in our administration and stewardship of the community assets entrusted to us.
- Commitment to the Community – We shall administer the Foundation in a way that is objective, responsible and focused on long-term sustainability and impact.
- Collaboration – We will work to bring perspective and experience together to fulfill our potential as we work as a broader group that represents the interests of the community we serve. This shall be done to ensure that we strive to identify, foster, and maintain partnership-relations as we work to improve the health of our community.
- Creative Solutions – We will work towards that which we aspire to be and will find creative, innovative, and sustainable solutions to the systemic challenges that face our community's overall condition of health.

### **SUCCESS FACTORS**

- People – We will employ, engage, develop, and retain high-caliber employees and Board Directors.
- Processes – We will work to ensure our administrative processes provide effective administration of the Foundation.
- Financial Performance – We recognize that we must achieve financial goals and investment returns in order to effectively and perpetually reinvest in our community.
- Communication – We will be transparent and honest in our promotion of the Foundation and efforts to engage our donor community and cultivate overall public support.
- Community – We recognize and acknowledge the vitally important role our community partners, donors, and various stakeholders play in making this a more vibrant and healthful community and our success is found in their success and support.