



# JOB ANNOUNCEMENT

Richmond Area Multi-Services (RAMS) is currently searching for a  
**Assistant Cook (per-diem)**

for the **RAMS Broderick Street Adult Residential Facility**

Broderick St Adult Residential Facility is an innovative partnership program between RAMS, a non-profit community-based organization, and SF Department of Public Health, Community Behavioral Health Services and Housing and Urban Health divisions, to operate a 33-bed residential facility for residents who suffer from both mental illness, as well as chronic medical illness. Treatment, language-capacity, food, activities, and bilingual/bicultural services are tailored to fit the various needs of the Broderick St residents.

**Salary Range:** \$12.00-\$13.50/hr Depending on experience & qualifications

**Status:** Variable & Flexible On-Call/Per-Diem hours.

Scheduled on As-Needed basis, and as per available hours of employee.

Various shifts/days available, please specify preference/availability when applying.

Broderick St Adult Residential Facility is searching for a part-time Assistant Cook (On-Call/Per-Diem status). The Assistant Cook is responsible for assistance in preparing and serving food for the Broderick Street Residential Care Facility residents utilizing high culinary standards to assure quality and safety in food preparation techniques. The Assistant Cook shall maintain high standards in quality of food products, food service, safety, sanitation, personal hygiene, and in work performance. Must display good communication between kitchen co-workers and provide excellent customer service to our client residents.

### Essential Job Duties include, but are not limited to:

1. Provide assistance to Cook in daily meal and snack preparation.
2. Assist with the storage of food supplies and maintenance of kitchen equipment.
3. Complete regular tasks to help maintain cleanliness, sanitary conditions and good working order in the kitchen, reach-in refrigerator, walk-in refrigerator & freezer, dining rooms, food and kitchen storage areas.
4. Kitchen/cafeteria set-up.
5. Serve and deliver meals in a friendly and courteous manner.
6. Prepare dishes for dishwasher and operate dishwasher; organizes dishes in cupboards.
7. Assists in cleaning and sanitizing cooking equipment and work area to the standards set by the Health Department, and ensure equipment is in good working condition.
8. Work cooperatively with other departments to meet the special needs of the clients.
9. Observe health and safety practices.
10. Attend and participate in staff training, staff meeting, and staff development activities.
11. Other duties as assigned.

### Minimum Required/Preferred Educational level & Experience:

1. Education: Knowledge and training of food handling, meal preparation, and sanitation required; Must have passed an approved food safety certification exam. High School Diploma/GED preferred.
2. Certification: Food Handler certification card highly preferred, but not required.
3. Experience: At least one (1) year of experience as an Assistant Cook in a nursing &/or residential care facility highly preferred, but not required.

**Other requirements continued on next page**

RAMS is a non-profit community-based agency providing bilingual & bicultural mental health and related services to our community. We are an Equal Opportunity Employer and committed to embracing diversity and consider all applicants for all positions without regard to race, color, national origin, ancestry, sex, gender, sexual orientation, sexual identity, age, religion, creed, disability (actual or perceived), medical condition including genetic characteristics, marital status, domestic partnership status, citizenship, military service, height, weight, HIV/AIDS status, or any other characteristic protected by state or federal law or local ordinance.



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## **Other Requirements:**

1. Ability to work independently, establish priorities, and multi-task.
2. Strong interpersonal skills and ability to work effectively and interact professionally with a diverse, multi-cultural, & interdisciplinary staff of all levels.
3. Reading and writing skills with the ability to understand, create, and interpret written instructions, and effectively communicate to staff, other health care team members, and clients.
4. Ability to lift items weighing up to 50 pounds, to stand throughout the day, to bend, twist, and work in areas of extreme temperatures as in a kitchen environment.
5. Fulfillment of TB Test, fingerprinting, First Aid, CPR, and any other mandatory State/Fed requirements upon hire.
6. Strong commitment to the philosophy, goals, & mission of RAMS in providing community-based, culturally competent, and consumer-guided mental health services to the community.

**Reports to:** Chef

**Interested applicants:** send cover letter & resume to Trina de Joya, Director of Human Resources, at [trinadejoya@ramsinc.org](mailto:trinadejoya@ramsinc.org) *Position will remain open until filled.*

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