



Dakota Woodlands
Job Posting
Cook

Job Title: Cook
Hours: Full and part-time opportunities available; includes weekends
Pay Rate: \$18.00-\$20.00/hour, Non-exempt

Organizational description

Dakota Woodlands is a nonprofit human services organization located in Eagan, MN that provides shelter and supportive services to homeless women and their children. Dakota Woodlands offers a safe and friendly environment for families to transition from being homeless to finding sustainable and independent housing. Clients staying at Dakota Woodlands receive nutritious meals, private bedrooms, personal care products, seasonal clothing, and an opportunity to learn life-building skills through an educational curriculum which helps them be successful on their own.

Dakota Woodlands is committed to practicing diversity, equity and inclusion as an organization, and embedding this approach in everything that we do. We welcome candidates who identify as BIPOC, LGBTQ, and people of all genders.

Position Overview

Dakota Woodlands seeks a responsible, dedicated, and trustworthy individual to prepare and deliver meal service by providing a high standard of fresh food during resident meal times. This position will be able to undertake a varied list of food preparation and sanitization of the kitchen, while ensuring that all policies and procedures are implemented.

Areas of Responsibility:

- Prepare meals according to the menu, following recipe and production requirements.
- Maintain cleanliness of kitchen and dining areas.
- Monitor and help maintain inventory.
- Communicates Food Service needs/updates to supervisor.
- Reports any health and safety concerns to the supervisor.
- Serves as a team member and performs tasks both apparent and delegated.
- Other duties as assigned.

Qualifications:

- Must be able to pass an organizational background study.
- Good organization and time management skills.
- Food service experience is preferred.
- Knowledge of proper food handling procedures.
- Experience working with people of diverse economic, religious, cultural, gender backgrounds.
- Ability to work individually and as a team member is desired.

To Apply: Email cover letter and resume to ken@dakotawoodlands.org. Applications will be reviewed as received and opportunity will be closed when a qualified candidate accepts the position.