

## CAREER OPPORTUNITY

### LEAD COOK/KITCHEN SUPERVISOR

Resumes must be submitted to:

*New Hope Villa*  
*Attn: Bren Cary*  
*601 Infirmery Rd.*  
*Dayton, OH 45417*  
[BCary@mvho.org](mailto:BCary@mvho.org)



April 8<sup>th</sup>, 2020 THRU April 24<sup>th</sup>, 2020

Issue Date: April 8<sup>th</sup>, 2020

<b>Department:</b>	New Hope Villa	<b>Employment Status:</b>	Full-Time
<b>FLSA Status:</b>	Non-Exempt	<b>Reports To:</b>	New Hope Villa Director
		<b>Work hours:</b>	40 hours per week (1 <sup>st</sup> Shift: 6AM - 2PM)

**Responsibilities:** The New Hope Villa (NHV) Lead Cook/Kitchen Supervisor follows standard menus in order to facilitate the menu planning and meal preparation for the 25 residents of New Hope Villa. This job position provides leadership for New Hope Villa Kitchen Staff and Temp Employees as needed. The NHV Lead Cook/Kitchen Supervisor directly supervises all New Hope Villa Cooks. This job position ensures monthly scheduling and adequate staff coverage for all NHV Kitchen Staff. The NHV Lead Cook/Kitchen Supervisor is also responsible for ordering all food, supplies and equipment for the food service operation at New Hope Villa. The NHV Lead Cook/Kitchen Supervisor is also responsible for assigning and directing work in the New Hope Villa Kitchen, appraising and evaluating performance of all New Hope Villa Cooks and addressing complaints and resolving problems within the NHV Kitchen Department. The NHV Lead Cook/Kitchen Supervisor also works in conjunction with the New Hope Villa Director to regularly track and monitor expenditures to ensure department costs are within or on target with facility's projected budget.

**Minimum Qualifications:** High school diploma or GED equivalent a minimum. Associate's Degree in Culinary Arts preferred. Minimum of (3) three – (5) years previous experience in nutritionist or cook services required. Applicant must be proficient in the use of Microsoft Office. Applicant must possess a valid driver's license at time of appointment; must have reliable personal transportation. Must be available and willing to work weekends and some major Holidays.

**Your Resume must be submitted by April 24<sup>th</sup>, 2020.** Please submit your resume via email to [BCary@mvho.org](mailto:BCary@mvho.org) or mail to Bren Cary; 601 Infirmery Rd.; Dayton, OH 45417.

A complete position description can be obtained from Miami Valley Housing Opportunities.

## **GENERAL EMPLOYMENT REQUIREMENTS**

Prior to any candidate being offered a position with Miami Valley Housing Opportunities the applicant will be required to submit to a drug test (urinalysis). Additionally, candidates being offered a position must pass a criminal background check.

## **EQUAL OPPORTUNITY EMPLOYER:**

It is the policy of Miami Valley Housing Opportunities that no person shall be subjected to employment discrimination based on veteran status, uniform service member status, race, color, religion, sexual orientation, citizenship, national origin, age, physical or mental disability, genetic information or any other protected class under federal, state or local law.

## **BENEFITS:**

- \* Paid Holidays and/or double-pay for all Holidays worked
- \* Paid time off
- \* Long Term Disability Insurance
- \* Hartford Retirement Options after the first year of service and 1,000 hours worked
- \* MVHO-paid basic term life insurance and optional additional coverage
- \* Medical and dental plan options

## **MIAMI VALLEY HOUSING OPPORTUNITIES:**

Established in 1991, Miami Valley Housing Opportunities is a 501(c)(3) nonprofit organization that serves the housing needs of many of our community's most vulnerable citizens. We provide appropriate, safe and affordable housing for many who would otherwise be homeless.

MVHO owns or manages more than 500 rent-subsidized, service-supported housing units located throughout Montgomery County. We also manage federal rent subsidies that allow us to serve more than 450 formerly-homeless persons, helping them to remain stably housed in apartments owned by private landlords.

We work collaboratively with other social service providers in our community to make sure our tenants are linked with the services they need.

MVHO also operates the local Projects for Assistance in Transition from Homelessness (PATH) Program, through which our outreach team works with people who are currently homeless and living on the streets, to help them along the path to becoming stably housed.