



409 Ayers Street  
Memphis, TN 38105  
901.467.0122

**POSITION TITLE: ON-CALL COOK**

**HOURS:** no designated schedule; shifts are typically 4 hrs, 6 hrs, or 10 hrs between the hours of 6am-7pm Sunday-Saturday.

**SUPERVISOR:** Food Services Coordinator

The On-Call Cook will prepare delicious meals according to the provided menu. The Cook will assist in cooking tasty dishes that delight our guests in a timely manner. Applicants must be able to follow verbal and written cooking instructions and deliver well-prepared meals. Must be skilled in all preparation areas in the kitchen and able to multitask as needed. Experience is needed in using various equipment, ingredients and cooking techniques. The goal is to show hospitality to our guests by providing excellent food and courtesy at all times. Qualified Cooks must be prompt and reliable. As an employee, we expect you to be an asset as well as feel a part of the Room In The Inn family. You must have clarity of the Organization's Mission, Vision, Values and DNA. The cook is to place prepared food on plates/trays in accordance with tray tickets in line with our established policies and procedures and may be directed by the Food Services Coordinator.

**Position Summary:**

- Cook in the preparation and service of meals.
- Daily log in of each meal temp, refrigerator, freezer and cleaning checklist.
- Prepares and delivers food, washes dishes, cleans and sanitizes the kitchen according to health standards.
- Must take out trash in the dining room and kitchen, sweep and mop daily.
- The cook must be detail-oriented, well-groomed professional and a team player who works well with others.

This job description is not meant to be a complete listing of professional duties or responsibilities. The Executive Director reserves the right to amend any job description and/or procedures. Every effort will be made to notify employees of changes within a reasonable amount of time.

Room In The Inn-Memphis is an equal opportunity employer and makes employment decisions on the basis of merit, qualifications and competence. Company policy prohibits unlawful discrimination based on gender, race, color, religion, creed, national origin, ancestry, citizenship, pregnancy, age, marital status, sexual orientation, medical condition, physical or mental disability or veteran status or any other consideration made unlawful by federal, state or local laws.