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| Job title: Lead Cook |
| Reports to: Associate Executive Director of Programs |
| Pay range: \$18/hr at 15 hours per week for 37 weeks out of the year |
| Start Date: August 24, 2026 |

Position Overview:

The Lead Cook is a part-time, hourly position responsible for planning and preparing meals and leading a team of volunteer cooks. This role is integral to ensuring nutritious meals are prepared for our After-School and Summer Programs while maintaining a clean, organized, and safe kitchen environment.

Essential Job Functions

Meal Planning and Preparing

1. Develop weekly meal plans for our daily After-School and Summer Programs which serve 20-25 students on Mondays and 60-83 students Tuesday through Thursday.
2. Prioritize nutritious meals made with fresh and seasonal ingredients.
3. Perform kitchen prep work including basic cooking and washing, sorting and cutting produce.
4. Source ingredients while working within our program budget and prioritizing donated food items from local partners whenever possible.
5. Shop for additional ingredients as needed.
6. Prepare and organize ingredients for volunteer cooks prior to their arrival.
7. Monitor food inventory, manage portion sizes, and minimize food waste.
8. Track expenses and code invoices for program and operational reporting.

Kitchen Leadership

1. Provide leadership, instruction, and encouragement to volunteer cooks while preparing and serving meals.
2. Oversee adherence to food safety, food handling, and sanitation standards during meal preparation and cleanup.
3. Maintain the cleanliness, organization, and proper functioning of kitchen equipment and facilities.

4. Ensure that food is prepared neatly, accurately, and in a timely manner for meal time.

The ideal candidate will demonstrate the following qualifications:

- Ability to complete Food Manager's License training within the first week of the job, paid for by Common Good
- Valid driver's license and access to a reliable and insured vehicle, as driving to secure ingredients will be required
- Commitment to nutritious meal preparation and food safety practices
- Passion for maintaining high standards with strong attention to detail
- Positive attitude, strong teamwork skills, and the ability to communicate effectively
- Reliability in maintaining schedules and completing full shifts
- Ability to work within a set program budget
- Organizational and leadership skills for managing volunteers and kitchen operations

Application Requirements:

- Cover Letter that addresses the following:
 - Describe your experience in meal planning and food preparation.
 - If you are able, include a time when you successfully minimized food waste or prioritized local and donated ingredients.
 - Explain your experience working with and leading teams, especially volunteers or kitchen staff.
 - Why are you interested in this position?
 - What aspects of your career, interests, and experience do you believe make you a good candidate for the position of Lead Cook?
- Resume
- References

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the neighborhood and organization.

Interested individuals can submit their resume to nicolas@commongoodlex.org by June 19, 2026.