

Cook Sullivan House Program

Reports To: Program Director

Responsibilities:

- Maintain inventory control, order all food and related products, and receive/check in deliveries from vendors.
- Maintain kitchen appliances, dining room, food preparation and storage areas in a sanitary manner.
- Prepare meals according to menu.
- Become knowledgeable in and work within all pertinent sanitary and food preparation codes.
- Work closely with Local, State and Federal Health Departments, MHSA Department Heads and the Food Service Coordinator, and MHSA vendors.
- Develop and maintain a working knowledge and understanding of the Sullivan House Program and policies, procedure, and philosophy of treatment.
- Maintain open and professional communication with all clients, staff and outside contacts.
- Maintain a safe, supportive, and healthy environment for program clients.
- Maintain the privacy and confidentiality of clients and staff at all times.
- Supervise and assist in all scheduled/non-scheduled cleaning activities and maintenance.
- Participate in group supervision, individual supervision, staff meetings, staff training as scheduled, and complete all documentation, as required.
- Abide by all MHSA policies regarding boundaries, strict confidentiality and ethical standards at all times.
- Attend in-service and outside training and instruction as directed by Supervisors.
- Various other responsibilities, as assigned by Program Director from time to time and/or as needed to ensure proper functioning of the Program.

Qualifications:

- Prior relevant experience required.
- ServSafe certification required (MHSA will provide training opportunity).
- CPR/AED and First Aid Certification required (MHSA will provide training opportunity).
- Basic knowledge of substance use disorder and its treatment preferred.
- Strong interpersonal and communication skills.
- Basic computer literacy required.
- Ability to work with a diverse population required.
- Ability to work both independently and as part of a team required.
- Demonstrated reliable attendance and punctual reporting for work required.
- Valid driver's license required.
- Reliable personal transportation for work activities required.
- Bilingual, English/Spanish or English/Portuguese, preferred.