



Shelter Chef Position Description

TIME COMMITMENT: Shelter Chefs must be able to work one shift per week on a Tuesday or Thursday from 4:30pm-7:30pm. A 26-hour New Advocate Training and additional kitchen training is required before client interaction occurs. Ongoing training and support through individual meetings, email correspondence, professional development and volunteer meetings are encouraged. A 1 year minimum commitment is required for this position.

GENERAL RESPONSIBILITIES: Shelter Chefs work together to cook and serve dinner once a week to shelter clients and families in our shelter kitchen and also help with clean-up. Shelter Chefs must adhere to confidentiality, shelter, and DAIS policies and procedures, as well as the agency's Code of Ethics. Shelter Chefs must maintain professional boundaries with shelter residents.

SPECIFIC RESPONSIBILITIES:

- Assist with providing dinner to victims of domestic abuse and their children on site in the DAIS shelter kitchen.
- Model and actively promote positive, nurturing interactions between adults and children in shelter.
- Model non-violent conflict resolution and use non-violent forms of guidance.
- Interact with the residents and children in the facility and allow residents to interact and engage in the cooking when interest is shown
- Assist with performing routine chores and cleaning tasks after dinner is served.
- Ability to work independently and as part of a team.
- Adhere to agency policies and work rules including confidentiality, child abuse reporting, and code of ethics.
- Maintain current knowledge of changes in policies and procedures, new community resources and other information by reading bulletin boards, updates to resource manuals, newsletters and consulting with staff.
- Communicate with the Shelter Administrative Coordinator on a regular basis either by notes, email, or in person. Advise on how shifts are going, and if any problems arise. Give your suggestions for improvements on service delivery, or care and retention of volunteers and staff.
- Be free of alcohol and illegal drugs when in the shelter.
- Be sensitive to your emotional needs and take steps necessary to take care of yourself.

DAIS' RESPONSIBILITIES TO SHELTER ADVOCATES:

- Train advocates in the skills necessary to effectively staff the shelter program.
- Provide ongoing training and information.
- Be available for consultation and support.
- Provide reference letters and/or documentation of volunteer hours for employment and education purposes. These letters will be written based on the Shelter Administrative Coordinator's knowledge and experience of the advocate's work and documentation in the advocate's file.

QUALIFICATIONS:

- Must be at least 18 years of age.
- Must demonstrate informed sensitivity to the issue and experience of domestic abuse and the ability to respond effectively to people in crisis.
- Ability to maintain confidentiality.
- Ability to work effectively in a fast-paced and high-pressure work environment.
- Ability to work with diverse populations.
- Kitchen experienced preferred, not required.