



**Cogswell Hall Inc.  
Job Posting: Cook (part-time)**

Cogswell Hall, a low-income housing residence for single adults, is seeking a part time cook. Candidate must have flexible availability including weekends and holidays. This position includes preparing, and serving meals, keeping the kitchen and dining area clean, neat, and sanitary, and assisting the Kitchen Manager with other duties as assigned.

The candidate must be able to bend, stoop, and stand for long periods of time, lift 30 pounds, read and follow recipes, menus and instructions, respond respectfully and appropriately with the residents, maintain professional ethics and boundaries, work independently, maintain a neat appearance, be flexible with availability, be dependable and punctual.

**The primary duties include:**

- Cooking/ meal preparation in accordance to the menu
- Serving and cleaning up after meals
- Setting tables
- Washing all dishes and other items used
- Thoroughly cleaning and sanitizing the kitchen and dining area daily
- Sweeping and mopping
- Washing cabinets and appliances
- Removing all trash
- Assisting the Kitchen Manager in menu planning
- Food deliveries
- Restocking
- Following all health and safety standards and guidelines

**Education/Experience:**

Candidate must have a high school diploma or equivalent, and one year of cooking experience.

**To apply:**

Send resume to [dcyganovich@cogswellhall.org](mailto:dcyganovich@cogswellhall.org) or fill out an application at Cogswell Hall, 7200 Franklin Blvd., Cleveland, between the hours of 9:00 am and 4:00 pm. No phone calls.