

JOB DESCRIPTION

Position: Cook

Supervisor: Head Cook

Summary:

Cooks will be in charge of preparing and serving of the food for the food service program at the Center and CCS. The cook will assist the Head Cook with the record-keeping in regard to the food program. The cook will be responsible for following training in safety, appropriate food preparation and handling techniques as well as keeping the kitchen and food service areas clean. Cooks will work part time.

I. QUALIFICATIONS:

- A. Is preferred to have had at experience in planning, buying, preparing and serving food for at least 50 people on a regular basis.
- B. Demonstrate the attributes of a Christian leader in skills and character.
- C. Be immunized and in good health.
- D. Must possess communication skills enabling him/her to work effectively with his/her supervisor, other staff and students.
- E. Must be clean and neat in appearance and be aware of cleanliness in and around food preparations.
- F. Be knowledgeable of the health laws, and procedures of the state of Pennsylvania.

II. RESPONSIBILITIES:

- A. Prepare and serve all food for the food service program of CCS, including milk and other food related items.
- B. Work to help support the overall budget for the food program set by the Board of Directors.
- C. Track and prepare paperwork daily for each week's reporting.
- D. Keep records of all money including income, money spent, and perform all other hot lunch program business including collection or lunch money and management as required.
- E. Support keeping a current inventory of all food in stock.

- F. Follow the monthly menus as prepared by the head cook.
- G. Communicate with students/staff/Parents of any changes in the hot lunch program.
- H. Work supportively with other cooks.
- I. Keep the kitchen free from people who are not supposed to be in the kitchen doing their work.
- J. Assure that the interpersonal environment within the kitchen area is in keeping with Center policy and procedures.
- K. Keep the kitchen clean at all times.
- L. Help with the preparation and serving of other banquets, or dinners of the Center.
- M. All other duties as required in job description, and Center employees' handbook.
- N. Follow all health laws, and procedures of the state of Pennsylvania.

III. EVALUATION:

The cook will participate in a minimum six-month probationary period during which time he/she will receive two supervisory evaluations. After the successful completion of two three-month evaluations, he/she will participate in a formal evaluation procedure every year.