

JOB DESCRIPTION

St. Joseph's Catholic School

Job Title	Head Cook
Reports To	Principal and Pastor
FLSA Status:	Non-Exempt
Work Schedule	7:15-1:45, School Days

SUMMARY

Direct all kitchen functions, including but not limited to food purchasing, receiving, preparation and maintenance of quality standards, safety, sanitation, and cleanliness.

A cook must visibly model the values and principles of the faith through assisting in facilitating an environment that is positive, affirming, peaceful, growth-oriented, and faith-filled while providing respect for the dignity of all persons within the faith community. Must adhere to school policies in a manner that is reflective of the values, practices, teachings and standards of fairness implicit to Catholic institutions.

CONTEXT

This position is an extension of the Bishop's ministry. The incumbent must have willingness and the ability to support the school and the Mission of the Universal and Local Roman Catholic Church.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Work collaboratively in a positive, friendly, and professional manner with all school and parish employees, students, parents, volunteers, and contacts.
2. Identify and report any hazards in the daily operation of the kitchen.
3. Lead food preparation activities and take corrective actions as needed, to protect the health of the diners.
4. Ensure that food safety policies and procedures are followed.
5. Prepare and serve food according to current standards and appropriate allotments/proportions.
6. Maintain kitchen facilities according to all safety and health standards.
7. Assist as asked with reports required by the state food service program.
8. Keep inventory of supplies organized, rotated, and reorder as necessary.
9. Maintain records and other documentation to support the program.
10. File reports required by the state food service program.
11. Maintain a clean kitchen, freezer, refrigerator, ovens, floors, sinks, and pantry.
12. Maintain physical and information security at all times; respect confidentiality/privacy.
13. Maintain all protocols for a licensed kitchen.
14. Lend assistance to other staff as needed.

15. Attend and/or complete training as directed.
16. Performs other duties as needed.

GENERAL RESPONSIBILITIES

Maintains a current level of knowledge and skills required to effectively serve in this position. Must work collaboratively and provide courtesy to fellow employees, parishioners, students, parents and the general public. Must be a self-starter and well organized having the ability to prioritize and perform multiple tasks simultaneously. The incumbent must be organized, punctual and reliable.

SUPERVISORY RESPONSIBILITIES

The position is responsible for the training of staff or volunteers in connection with purchasing, receiving, preparation and maintenance of quality standards, safety sanitation and cleanliness. Must be able to delegate tasks as necessary to the assistant cook.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

1. Graduation from high school or equivalent.
2. Experience in related work.

LANGUAGE SKILLS

Must possess excellent interpersonal and communication skills.

OTHER EXPERIENCE/SKILLS

1. Experience working with school related business and/or food service work.
2. Must show personal initiative.
3. Successfully pass a criminal background check.

CERTIFICATES, LICENSES

ServSafe® Certificate

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. While performing the duties of this job, the employee is required to stand, walk, sit,

reach, bend, stoop, use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear. The employee must occasionally lift and/or move objects up to 50 pounds. Specific vision abilities required by the job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The environment is an industrial kitchen shared by both parish and school. The kitchen environment is shared by many ministries, frequently at the same time. While performing the duties of the job, the employee is exposed to moderate noise levels in the work environment and temperature changes due to freezers, refrigerators, and may have exposure to outdoor elements in the receiving area.

ACKNOWLEDGEMENT

I have read and understand this explanation and job description. This job description is subject to change at any time.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____