

Immanuel Lutheran Church & School Job Description

Preamble: It is understood that all who are employed at Immanuel Lutheran Church and School agree to support and work towards the fulfillment of the congregation's mission and vision as set forth in the personnel policies.

Job Title: Food Service Assistant Cook

Reporting To: Principal

Status: Non-Exempt • Part-Time

Salary: Hourly

Employment Term: This 10-month position follows the school calendar as approved by the Board of Christian School starting on or around August 15th and ending on or around June 15th annually.
Employment is at-will according to the Personnel Policy Manual

Purpose of the Position

To assist the Head Cook/Food Service Manager in the overall execution of the school lunch program ensuring nutritionally-balanced lunches are prepared and served in an orderly and timely manner and helping provide a loving Christian environment in the cafeteria.

Academic / Professional Qualifications

- A high school diploma; bachelor's degree preferred
- Experience as a cook or assistant cook preferred.
- Experience in food preparation methods and in the use and care of food preparation equipment preferred.
- Member in good standing of an LCMS congregation preferred
- Positive Christian role model

Key Competencies & Skills

- Verbal and written communication skills
- Professional personal presentation
- Organizing and planning
- Attention to detail
- Initiative
- Reliability
- Personal emotional management
- Lift and carry food and supplies
- Interpret and follow recipes
- Work with a sense of urgency
- Work as part of a team
- Multi-task

Work Schedule

The weekly work schedule is determined by the Operations Principal according to the needs of the school lunch program.

Essential Duties & Responsibilities

- Take direction from and work closely with the Head Cook/Food Service Manager
- Meet regularly with the Head Cook/Food Service Manager to review mutual expectations and evaluate work being done.
- Clean food preparation and service areas and equipment to ensure each is maintained in a sanitary manner.
- Stock, inventory and clean the kitchen prior to the start of the school year (maximum three days).
- Work with the Head Cook/Food Service Manager to receive and store food supplies.
- Assist the Head Cook/Food Service Manager in whatever areas are needed as assigned.

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Essential Duties & Responsibilities - continued

- Prepare and cook food according to prescribed recipes and using established standards each day lunch is required.
- Work with lunchroom aides, faculty, school staff and students in a supportive, nurturing and orderly manner.
- Operate kitchen equipment safely.
- Assist with the lifting and unloading food and supplies at the time of delivery.
- Maintain the confidentiality of any information (written, verbal or other form) obtained during the performance of one's duties including information about students, their families, other employees and all school business.
- Other duties as directed by the Operations Principal or School Board.

Working Conditions and Physical Requirements

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 accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to speak at an audible level, and hear or understand speech at normal cafeteria levels and on the telephone. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel or crouch. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. The employee may occasionally taste or smell and climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision. Must exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

The work environment is a school cafeteria/kitchen setting. The noise level in the work environment is usually moderate, but occasionally high depending upon student population and activities. The employee may be exposed to a variety of conditions including: wet or humid, work near moving parts, toxic chemicals or fumes (cleaning supplies), airborne chemicals, extreme cold and extreme heat (freezers, ovens, dishwasher).