



Job Description

Food Services

Department: Food Services
Position Description: PRN (as needed) Cook
Employee Name:

JOB SUMMARY

The Cook's purpose is food preparation, inventory of food products & donations, manage kitchen helpers and volunteers, and maintain proper cleanliness of kitchen, dining room and food storage areas according to industry standards and state regulations. The kitchen needs to demonstrate God's love in practical, tangible ways to the women and children staying at Hope Ministries. The cook is the point person to facilitate well-balanced, nutritious meals that are well presented and good tasting.

RESPONSIBILITIES

- Work in a spirit of cooperation and mutual assistance with all other staff members
- Plan menus and prepare well balanced, nutritional meals incorporating both donated food items and purchased inventory
- Value all donated product according to guidelines and report that to the Food Services Supervisor
- Supervise and direct kitchen work skills participants
- Ensure that the Food Service department abides by all health and food regulations
- Properly inventory, store and rotate food stocks and related food service items
- Ensure security of dining room guests, all food service areas, food stock and equipment
- Notify the Food Services Supervisor of needed supplies & food items to be ordered
- Immediately report any equipment or facility problems to Food Services Supervisor
- Ensure that all people are treated with courtesy and respect
- On an as needed basis, drive ministry vehicle to pick up donated food items
- Participate in the spiritual growth and Christian instruction of those whom Hope Ministries serves. This can include (but is not restricted to) personal mentoring, the sharing of Scripture and Biblical encouragement, and praying with program participants. This may be in a structured setting (i.e., a classroom or chapel), or unstructured, with individual clients as the need arises.
- Perform all other duties as assigned by Food Service Supervisor

QUALIFICATIONS

Needs to have knowledge of institutional cooking for groups of 100 or more and the ability to do the necessary functions.

I understand and agree with Hope Ministries' Mission Statement, Core Values, and Statement of Faith.



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Reports to: Food Services Supervisor

Salaried/Exempt _____

Hourly/Non-exempt X

Work Schedule: This is an as needed position. The direct supervisor of this position is the Food Services Supervisor.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____