

Job Description

Position: Assistant Chef/Food Service Assistant
Classifications: Full-Time, Program Staff, Non-Exempt
Reports To: Food Services Manager
Supervises: Part-time Kitchen Staff and Volunteers as directed by Food Services Manager

Job Summary

Responsible for daily meal preparation (breakfast and lunch) for the Child Development Center (CDC). Support the use of food service by church and outside groups. Assists Food Services Manager in meal preparation for church and outside groups. Serves as point of contact in absence of Food Services Manager.

Essential Functions:

- Daily (Monday – Friday) breakfast and lunch meals preparation for the CDC.
- Assures that all policies and procedures (including Serve Safe safety and sanitation standards) for Food Service are observed. Maintain or exceed acceptable Health Department inspection ratings as well as attend regular and current sanitation training courses.
- Consults with Director of Covenant Schools and Food Services Manager to prepare menus that are appealing, pleasing and nutritional in nature being mindful of the special needs of those with food related allergies.
- Determines food and supplies needed for CDC meals and assists Food Services Manager with order from suppliers.
- Assists Food Services Manager in meal preparation for church and outside groups.

Other Responsibilities:

- Assists in establishing improved standards, procedures, and policies for Food Service.
- Participates annually in continuing educational opportunities to keep abreast of all health standards and current nutritional trends.
- Assists Food Services Manager with table busing, cleanup and storage of all china, glassware, silver, pots, pans, serving utensils, tables, stove, ovens, and floors.
- Assists Food Services Manager in directing part time staff and volunteers in proper procedures for food preparation, meal service, clean-up, and sanitation requirements.
- Promotes use of food service by church groups to enhance the mission of the church.
- Forms effective working relationships and rapport with members and staff.

Minimum Qualifications:

- Educational degree specializing in all phases of institutional food service or hospitality.
- One year hands on experience cooking in an institutional kitchen.
- Equivalent work experience may be accepted in lieu of the education requirement if the experience is in a fully qualifying environment and is comprehensive and broad based, including all phases of institutional food service management.
- Serve Safe certification.

Physical Requirements:

- Requires prolonged standing. Frequent bending, stooping, stretching. Occasional sitting and lifting up to 50 pounds unassisted.
- Requires hand-eye coordination and manual dexterity for cooking requirements/equipment and sufficient to operate a keyboard, photocopier, calculator, and other office equipment.
- Requires normal and/or correctable range of hearing and vision.

Core Competencies:

- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values, and beliefs of Covenant Presbyterian Church. Supports his/her leadership team to identify unique mission and vision, which is in line with the mission and vision of Covenant Presbyterian Church. Demonstrates commitment and flexibility in work scheduling to meet the Food Services goals.
- **Interpersonal Skills:** Demonstrates the ability to work well with others. Demonstrates the skills of active listening and openly accepts criticism. Productively engages and resolves interpersonal conflict. Holds others accountable in a spirit of love. Engages people positively, with a demeanor of optimism and abundance. Displays a willingness to serve.
- **Team Building Skills:** Works with Food Service Manager to regularly assess the health of the Food Service team. Supports and can communicate the vision, direction, and goals for the team.
- **Management Skills:** Understands his/her leadership style and temperament type and adapts leadership behaviors to meet the needs of the situation. Although this person does not have direct reports, he/she may give directions from Food Services Manager, or direct the Kitchen in absence of the Food Services Manager to get things done.
- **Flexibility/ Adaptability:** Understands primary work environment is the kitchen but will be required to move throughout the campus in transport of meals. Will have contact with other staff, vendors, and members of the congregation. Must adapt to working against deadlines, multiple interruptions, high volume, and stress at times. Regular workweek is Munday through Friday. Must be available for special events as required.

This list is not intended to be all-inclusive. You will also perform other reasonably related business duties as assigned by your supervisor.

I have read the above and agree to its provisions.

Accepted By: _____ Date: _____