

**Chesapeake Conference of Seventh-day Adventists**  
**Job Description**  
**Head Cook**

Position Summary

Position requires a self-motivated individual. Is responsible for the daily operation of the Kitchen and makes assignments to Kitchen staff. Is responsible for preparation all entrees, vegetables, soups and sauces for the \_\_\_\_\_ cafeteria and special events. Assists and instructs cooks when necessary and performs other related work as required.

Essential Job Functions, shall include, but not limited to the following

- Controls the Kitchen and makes assignments to Kitchen Staff
- Prepares variety of vegetarian and other entrees following standardized recipes and methods of production. Batch cook as necessary throughout meal to meet demand and maintain quality of food
- Plans, layouts, and executes or supervises set-up of hot foods serving counter in preparation for meal service. Applies garnishes to foods
- Monitors lunch service and may supply cafeteria line and/or special events meals. Prepares menu substitution, if necessary
- Follows recipes and improvises recipes as needed
- Pre-preps for next day's meal production, takes inventory of stock and reports out-of-stock or low-stock items
- Prepares menu for the next week and sends notices to interested individuals
- Keeps informed and practices new developments in methods and equipment for application to food services operation
- Instructs food service personnel in approved food service operating procedures and standards
- Maintains cafeteria and kitchen areas as to cleanliness, condition of equipment and furnishings, portion size, food quality, and ensures adherence to established standards, both organizationally and legally
- Maintains quality control of food production
- Performs other duties as assigned

Education/Experience/Credentials

Associate's (AA/AS) in food service related field required. Relevant work experience may be considered in lieu of educational requirements.

At least 2 years of successful work experience and training in quantity food preparation, including preparation of vegetarian proteins are needed for satisfactory job performance.

Knowledge and Skill

Knowledge of principles, policies and beliefs of the \_\_\_\_\_ and the Seventh-day Adventist Church. Must be familiar with foods and preparation methods. Ability to prepare foods in sufficient quantities to meet service schedule and food handling in accordance with sanitary standards. Must maintain high quality of foods prepared as to texture, color, flavor, temperature, etc. Quality must be acceptable to all employees and cafeteria patrons. Service to be maintained without interruption.

Must be accurate in measurements, have sufficient skill to handle food and equipment (mixer, slicer, food grinder, steam jacketed kettle, deep fryer, steamer, and grill) efficiently and safely. Ability to work cooperatively with others.

Should exhibit willingness and an ability to follow directions and work with others in the best interest of the \_\_\_\_\_ employees and other patrons. Good health and dependability. Desire to learn more about the job through self-study and continuous in-service training.

Must strive to do a good job, knowing that a job poorly done could result in sickness to a customer or employee.

## Head Cook, cont

### Contacts, Organizational Relationships

Contact with outside organizations, employees, visitors, and lay persons at all levels. Must possess advanced interpersonal skills and project a professional Christian image.

### Physical Requirements

Ability to work on feet all day and lift moderately heavy pots and pans. Must be able to read, speak, and hear. Must be able to effectively communicate both orally and in writing in English. Requires hours of standing, walking, bending, kneeling, pushing, carrying of light items, etc. Manual dexterity to operate kitchen equipment.

### Working Conditions

Essential responsibilities are performed primarily standing. Work area is well lighted and ventilated.

### Position Requirement

Ability to obtain and maintain current \_\_\_\_\_ County Food License. Ability to meet with the County Health Inspector during inspection of the Kitchen to respond to questions and receive inspector's report.