

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

Position Summary

Works directly with Head Cook and is responsible for preparation of all entrees, vegetables, soups and sauces for the \_\_\_\_\_ cafeteria and special events. Performs other related work as required.

Authority, Accountability

Position requires an individual ability to anticipate needs of Head Cook and is proactive in performing tasks that are necessary to the smooth operation of the Kitchen. Work is performed without supervision. Individual should be able to cover for the Head Cook in his/her absence or during vacations/sick leave.

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

- Shares responsibility with Head Cook in preparing a variety of vegetarian entrees following standardized recipes and methods of production
- Prepares vegetables (wash and peel) and other food preparation for daily menu
- Ability to follow recipes and to improvise recipes as needed
- Monitors lunch service and may supply cafeteria line and/or special event meals
- Prepares menu substitution as needed
- Prepares main course entrees
- Prepares “soup du jour,” makes gravies, sauces, salads, and salad dressing
- Assists pre-prep for next day’s meal production, take inventory of stock and report out-of-stock or low-stock items
- Is responsible for operation of Kitchen and Kitchen Staff in absence of Head Cook
- Performs other duties as assigned

Education/Experience/Credentials

High school diploma preferred. At least two to three years of culinary experience in quantity food preparation and cooking preferred, or completion of a recognized course in quantity food preparation and cooking of at least six months duration.

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.

## **Line Cook, cont**

### Contacts, Organizational Relationships

Some contact with outside organizations, employees, visitors, and lay persons at all levels. Must possess 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.