Head Cook / Custodial Supervisor

A. Position Overview and Accountability

The Head Cook is responsible for preparing and/or directing the preparation of food to be served for the congregation's hospitality ministry. The Head Cook's responsibilities include complying with all applicable sanitation, health and personal hygiene standards, following established food production programs and procedures, appropriate use of facility supplies and equipment to minimize loss, waste, and fraud. The Head Cook works closely with the hospitality volunteers and is accountable to the Business Administrator for the provisions of this job description. Additionally, the head cook supervises the Custodial Staff.

B. Essential Functions

1. Prepares or directs preparation of food served for hospitality events.
2. Determines menu, including type of food and supplies required, for each food event. Events include Wednesday evening social supper, Men of Hope Breakfast, Women of Hope Breakfast, and Memorial Luncheon sandwiches.
3. Ensures availability of supplies and food or approved substitutions in adequate time for preparation.
4. Places orders or purchases all food for each event.
5. Puts all food/equipment orders away when delivered, assuring the items are stores properly and safely.
6. Assigns and manages the team of hospitality volunteers.
7. Oversees the setting up of steam table and serves or ensures proper serving of food for Fellowship Hall.
8. Complies with established sanitation standards, personal hygiene and health standards.
9. Observes proper food preparation and handling techniques, ensuring all hospitality volunteers are trained on proper food preparation and kitchen safety techniques.
10. Plans food production to coordinate with meal serving time so that excellence, quality, temperature and appearance of food are preserved.
11. Reports necessary equipment repair and maintenance to the Supervisor of Building and Grounds and Church Administrator.
12. Ensures kitchen and storage areas are kept clean and organized.
13. Cleans and maintains back of house and all equipment used in food preparation.
14. Ensures there is an accurate inventory of all kitchen equipment.
15. Oversee custodial staff to ensure building cleanliness and room setups are completed in a timely fashion
16. Oversee vendor accounts for food services and custodial products.
17. Prepares and monitors annual hospitality and custodial budgets.
18. Be familiar with Disaster Preparedness and Response protocols.

C. Supervisory Responsibility

This position supervises the Hospitality Assistant and Custodial Staff

D. Work Environment

This job operates in a professional office and kitchen environment. This role routinely uses standard kitchen/office equipment such as ovens, steam tables, sharp utensils, computers, phones, photocopiers.

E. Physical Demands

Constantly operates a computer and other office productivity machinery, such as a computer, copy machine, and computer printer. Additionally, the Head Cook operates all kitchen equipment such as stove, dishwasher, etc. The person in this position needs to occasionally move about inside the office and kitchen area to access file cabinets, office machinery, kitchen equipment, etc. Frequently communicates with others and must be able to exchange accurate information. Also, stock in food orders and be able to lift 50 lbs.

F. Position Type/Expected Hours of Work

This is a full-time hourly position.

G. Travel

This position may require employee to use personal vehicle in the course of normal work. This will include traveling to more than one church campus to facilitate special event needs. Employee may be required to travel for continuing education or other training or meetings. Mileage and expense reimbursement will be provided per church policy.

H. Requirements

1. College degree preferred. High School diploma or GED required.
2. Experience in the food service/hospitality industry.
3. ServSafe Certification
4. Understanding of proper use of major equipment, including stove, refrigeration, slicer, knives, and warmers.
5. Weekend and evening availability
6. Excellent verbal and written communication skills
7. Excellent interpersonal and customer service skills.
8. Excellent organizational skills and attention to detail.
9. Excellent computer skills, including Microsoft Word, Excel, Outlook, Publisher, PowerPoint. Knowledge of InDesign and/or other graphics programs.
10. Valid driver's license with proof of insurance.
11. Compliance with background checks done on a regular basis as provided by the church.
12. Compliance with the policies and procedures as outlined in the Hope Lutheran Employee Handbook, as amended from time to time.

I. AAP/EEO Statement

Hope Lutheran Church does not discriminate in employment opportunities or practices on the basis of race, color, sex, national origin, age, disability, sexual orientation, gender identity, or any characteristic protected by law. As an expression of the church, Hope Lutheran Church may consider religious factors, including clergy or lay status, in making personnel decisions.

J. Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. A separate Job Task Outline sets forth a summary of these job duties. Duties, responsibilities and activities may change at any time with or without notice,

Name:_____ Initials:_____ Date:_____

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