

Alma United Methodist Church
501 Gratiot Ave., Alma, MI 48801 www.almaumc.com

Church Cook
Job Description

COMMITTEE RESPONSIBLE FOR SUPERVISION: Staff Parish Relations Committee

IMMEDIATE SUPERVISOR: Pastor

Our cook is a member of our ministry team. The leaders of our church believe mealtimes provide a place for meaningful fellowship, support and outreach. Our cook prepares more than a meal. She/he is an important part of creating a context where lives can be changed.

PRIMARY FUNCTION:

Lighthouse Buffet Dinner (September - May)

Preparation, service and clean-up of Wednesday evening meals served between the hours of 5:30 pm and 6:30 pm for approximately 50 people. The cook will be assisted with these meals by volunteers. These helpers typically assist with salad preparation, dining room preparation, and clean up (often including operation of dishwasher).

PREPARATION:

- Responsible for keeping kitchen clean and organized
- Supervise all volunteer cooking assistants
- Understand operation of all kitchen equipment (ex. dishwasher, mixer, etc.)
- Monitor inventory of food and supplies, stock pantry, refrigerator, and freezers
- Be familiar with and practice current food safety standards as defined by Health Department
- Purchase food for the meal
- Prepare salad bar, meat, potatoes/rice, vegetable, bread/roll, and dessert
- Set-up food service area
- Set-up beverage service area (ex. brew coffee)

SERVICE:

- Monitor temperatures at appropriate intervals
- Replenish food/beverage items as necessary
- Assist people with take-out meals

CLEAN-UP:

- Soak pot and pans, clean/sanitize and put away
- Clean stove, ovens and griddle surfaces

COMPENSATION:

This position pays \$11.00/hour for approximately 12-15 hours per week (September-May). Compensation will be reviewed on an annual basis following a yearly evaluation.