

Alleluia! Lutheran Church

Job Description

Job Title: Cook

Reports to: Director, Little Blessings Preschool

Location: Alleluia! Lutheran Church

Department: Little Blessings

Type of position: Part-Time

Hours: Less than 30 hours per week

FLSA Classification: Non-Exempt/Timesheet Required

General Description: Working with the Little Blessings Director, the cook prepares and/or serves snacks and hot lunches for children enrolled in the Little Blessings program. Plans weekly menus, develops shopping lists, calculates amounts of food and makes purchases. Organizes and cleans kitchen according to health department standards. Maintains nutritional requirements as identified by the Director.

Essential Duties

Alleluia! has a strong work culture, evidenced by the deep commitment and extraordinary work ethic of its staff. To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other related duties may be assigned.

- Demonstrate basic cooking skills
- Ability to recognize special dietary needs such as allergies, sensitivities etc. ensuring safe delivery to students requiring special diets. Must substitute menu items accordingly.
- Propose menus for lunches on a monthly basis and submits to director for content and budget review
- Prepare weekly shopping list to support approved menus and purchases items
- Purchase all groceries in order to implement the planned menus
- Follow established procedures regarding forwarding of all receipts related to purchases
- Prepare lunches to be served on schedule identified by supervisor
- Deliver food carts to the designated classrooms
- Clean and maintain kitchen area in a sanitary, safe and organized manner as required by the church and health department
- Promote positive morale and teamwork within Little Blessings and provides exceptional customer service to students and faculty
- Complete all required training and professional development sessions
- Read and sign acknowledgement of policies and procedures as stated in the Alleluia! Staff Handbook

Spiritual Requirements

- Demonstrate the mission, vision, values and culture principles of Alleluia! Lutheran Church

Math Skills

- Ability to increase or decrease recipe quantities, including the ability to use decimals and fractions
- Ability to collaborate with Director to establish and maintain and approved budget for meals

Communication and Relationship Skills

- Ability to read and comprehend basic/intermediate instructions given from written and oral sources
- Demonstrated motivated initiative with a "can do" approach for results-orientated outcomes

- Ability to work with a diverse group of individuals and is sensitive to individual differences
- Ability to maintain confidentiality of information regarding students, employees and others
- Ability to establish a supportive and compassionate relationship with students
- Ability to establish and maintain cooperative working relationships with students, staff and others contacted in the course of work
- Ability to work as a member of a team
- Ability to report work orally or in writing to supervisor as required
- Ability to carry out instructions furnished in written or oral form
- Ability to read, write speak and comprehend English fluently

Reasoning Ability

- Ability to work independently and know when to seek guidance from leadership
- Ability to work under pressure and meet deadlines
- Demonstrated ability to use diplomacy and tact in all communication, written and verbal
- Ability to maintain composure in stressful situations and adapt in response to changing conditions
- Ability to work independently, stay on task, multi-task and take responsibility to complete assigned projects in a timely and efficient manner

Physical Requirements

- Ability to stand long hours
- Ability to bend, stoop, walk, reach overhead, push/pull, squat, twist and turn
- Ability to squat, crawl and climb
- Ability to push, pull lift or carry up to 50 lbs.
- Ability to use hands and fingers to handle objects, tools or controls

Education, Certification and Requirements

- High school diploma
- Experience in food service and volume meal preparation desired
- Must complete Food Handler certification within 30 days
- Valid driver's license
- Evidence of current automobile liability insurance
- TB test

Employment at Will

All employees of Alleluia! Church are at-will, and as such, are free to resign any time without reason. Alleluia! Church likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of Alleluia! Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

Acknowledgement:

I have read and received a copy of my job description and at-will employment statement. I understand this overrides anything that I have been given in the past. I further understand that I am expected to follow my job as outlined above and if I have any questions of what is expected of me, I will speak to my immediate supervisor. I also understand that the statements herein are intended to describe the general nature and level of work being performed by staff members are not to be construed as an exhaustive list of responsibilities, duties, and skills of staff so classified. Therefore, I may perform other related tasks under the direction of my supervisor.

Employee Printed Name: _____ Date: _____

Employee Signature: _____

Supervisor Printed Name: _____ Date: _____

Supervisor Signature: _____

Reviewed/Approved by: Alleluia! Church Job Description Committee

Date: May 2024