

POSITION DESCRIPTION COOK

HOURS: Part Time (24 Hours/Week Monday - Friday) Non Exempt

SALARY: Based on experience

REPORTS TO: ECC Administrator

JOB OVERVIEW: The cook is a vital part of the Timothy Lutheran ECC team. The cook maintains the Family Life Center kitchen, orders food and supplies and provides teachers with the supplies and food needed. The cook puts away orders from the food supplier in the kitchen storage room, orderly maintains the kitchen storage area and prepares and serves lunch for the children enrolled in childcare as well as the Elementary school.

RESPONSIBILITIES INCLUDE:

- stay up to date with the Department of Health (DOH) regulations regarding safety and sanitation
- keep the kitchen clean and maintain the following:
 - Refrigerator
 - Freezer
 - Stove
 - Oven
 - Microwave
 - Sinks
 - Dishwasher
 - Counters
 - Cabinet fronts
- keep the storage room stocked with food related supplies
- keep childcare classrooms stocked with food related supplies
- provide childcare with breakfast, snacks and beverages
- prepare menus for applicable classes
- order and shop for food
- operate food program within budget
- plan, prepare and serve snacks for special events
- wash needed items in the washing machine, dry them and fold them
- keep all stainless items in the kitchen clean daily
- keep on hand at least two day's supply of food and water in case of emergency
- keep sub note book current
- ability to lift large cans and trays of food
- ability to lift large boxes of food when orders arrive from food service
- order supplies for the Church as needed
- other duties as assigned