

## **Food Service Manager/Cook**

### Expected Hours:

Based on the School calendar; mid-August to end of May, with scheduled school days off, holidays and breaks, but includes various special events.

Up to 5 days/week, 4 hours per day, average of 20 hours per week.

Salary: Hourly and negotiable based on experience.

Applicant must have previous kitchen experience to include knowledge of cooking with gas and oil, Serve Safe Certification, nutritional menu planning, and cafeteria/institutional cooking.

### Job responsibilities:

- Plan monthly lunch menu
- Meet with and order food from food service companies for delivery and storage
- Shop for staples at local groceries
- Prepare main dishes, sides, salads, and desserts for 2 daily lunches
- Supervise students in service and point of sale
- Track monthly sales, daily cash reconciliation, monthly budgeting
- Ensure that all foods and services meet quality and health standards
- Cleaning all the dishes and equipment, wiping down counters & tables
- Maintain kitchen equipment in coordination with Facility Manager
- Maintain kitchen and equipment sanitation and cleanliness that meets health department standards

### Additional services include:

- Prepare breakfast for Bible Study Group (around 50 individuals),
- Plan, coordinate, supervise, and serve annual Grandparents' Day Luncheon,
- Plan, supervise, and serve annual Student Holiday Luncheon,
- Assist office on coordination of Concessions groups for 3 sports seasons,
- Assist faculty supervisors in use of kitchen for events throughout the school year.

### Candidates must be able to:

- Sit, stand, twist, bend, push, pull, walk, and lift up to 50 pounds during the majority of the shift.
- Be able to work effectively in a kitchen environment with occasional extremes in temperature (heat, cold, humidity).