



POSITION TITLE: Cafeteria Cook-2
POSITION REPORTS TO: Food Service Manager
EMPLOYEE CLASSIFICATION: Non-Exempt (Part-time, 10-month, 20 hours/week)
DIRECT REPORTS: N/A
REVISION DATE: April 2019

POSITION SUMMARY DESCRIPTION:

Responsible for preparing and serving the food items for the Legacy Christian Academy school lunch program in compliance with all local, state and federal regulations, while providing customer service and adhering to food safety, food handling, and sanitation procedures. Position will be trained to serve as a back-up to the Cashier and Cafeteria Cook-1. Essential functions and responsibilities of the position may vary.

ESSENTIAL FUNCTIONS OF THE POSITION:

Daily:

- Sets up work stations including prep tables, service counters and cold bar.
- Prepares all cold food items according to standardized recipes and directions.
- Aids in staffing the serving line during Elementary and Secondary School lunch hours, while ensuring guest satisfaction and anticipating the customers' needs.
- Replenishes food items and ensure product is stocked to appropriate levels.
- Stores/discards left over food as necessary, breaks down, cleans, and sanitizes cold food work stations.
- Dishwashing, on a rotating basis.
- Maintains Production Sheet data as applies.
- Contributes to kitchen closing operations.
- Maintains excellent customer service and positive attitude towards all.
- Adheres to the Health Department safety policies and procedures including proper food safety and sanitation.
- Ensures security of company assets.
- Other duties and tasks as assigned.

Weekly:

- Place weekly milk order.
- Contribute to weekly food order.

Monthly:

- Take part in the monthly cafeteria inventory.

Qualifications

- Previous food service experience preferred.
- Must be able to obtain food safety certification Level I from the Greene County Health Department.
- Maintains updated knowledge of the NSLP regulations and follows them.
- Demonstrates excellent customer service skills.
- Know the procedures for dealing with issues of an emergency nature.
- Additional duties may be assigned by the administration.

NON-ESSENTIAL FUNCTIONS:

Ability to establish and maintain effective working relationships with students, peers, parents and community. Ability to speak clearly and concisely in written or oral communication. Ability to perform duties with awareness of all school requirements and policies.

QUALIFICATIONS:

Must obtain and maintain a Level I Certification from the Greene County Health Department. Maintain updated knowledge of the National School Lunch Program regulations and apply them.

EXPECTATIONS:

- Born-again believer in Jesus Christ, active personal relationship with the Lord Jesus Christ, and has a commitment to a Christ centered lifestyle as stated in the Teacher Contract.
- Demonstrate a sound understanding of the Bible and shares a clear, personal, Gospel testimony.
- Seeks to role model, by personal example, in speech, actions, and attitude, a consistent daily walk with Jesus Christ. This includes being committed to God's Biblical standards for sexual conduct. Luke 6:40.
- Exhibits a firm reliance on prayer, believes that Christian Education is a biblical mandate for parents, and must have a commitment for LCA convictions, philosophy, mission and core values.
- Exhort and encourage students to grow spiritually.
- Will demonstrate a caring heart for all people, particularly students and their families.
- Positive communication with school parents, students, staff, and others within the school community.
- Demonstrate a respect, based on a biblical worldview, for the diverse cultures, language skills and experiences of all students and their families.
- Refuse to use or circulate confidential information inappropriately.
- Committed to professional development and staying current with applicable technology applications, software, and equipment.

REQUIRED MENTAL/PHYSICAL ABILITIES:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

ENVIRONMENTAL CONSIDERATIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

REQUIRED SIGNATURES:

Supervisor

Date

Employee

Date

Human Resources Representative

Date