



Parklawn

Assembly of God

Job Description

Mission/Vision: "Bringing light to the World" – Matthew 5:16

Job Title: Gourmet Cook (part-time)	Job Code:
Effective Date: 1/1/18	Date of Last Revision:
Department Name: Operations	Department Number:
Reports to: (Title) Café Manager	No. of Direct Reports:
Titles of Direct Reports:	
FLSA Status: (Check one) <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	Reviewed by: Date: 12/12/17

Position Summary: The cook is responsible for preparing a variety of foods of the highest quality and/or directing the preparation of food operations to meet customer satisfaction. The cook is also responsible for complying with all applicable sanitation, health and personal hygiene standards and following established food production programs and procedures. The cook is responsible for appropriate use of facility supplies and equipment to minimize loss, waste and fraud.

Principal Accountabilities and Essential Functions of the Job

(List in order of importance percent of time, describe what must be accomplished, not how it must be done)

Major Areas of Responsibility/Essential Function

% of Time

- Prepares or directs preparation of food served using established production procedures and systems.
 - Determines amount and type of food and supplies required using production systems.
 - Ensures availability of supplies and food or approved substitutions in adequate time for preparation.
 - Sets steam table; serves or ensures proper serving of food for tray line or dining room.
- Complies with established sanitation standards, personal hygiene and health standards. Observes proper food preparation and handling techniques.
- Maintains an accurate food inventory by creating and reviewing menus in advance.
- Stores food properly and safely, marking the date and item.
- Rotate stock items as per established procedures
- Reports necessary equipment repair and maintenance to leader.
- Correctly prepares all food served following standard recipes and special dietary orders.
- Plans food production to coordinate with meal serving times so that excellence, quality, temperature and appearance of food are preserved.
- Apportions food for serving.
- Maintains daily production records.
- Keeps work areas neat and clean at all times; cleans and maintains equipment used in food preparation.
- Completes food temperature checks before service.

<ul style="list-style-type: none"> Miscellaneous duties such as cleaning and wiping tables, sweeping and dishwashing 					
PAOG Mission and Core Values <ul style="list-style-type: none"> <i>Acts and performs in a manner that is consistent with and shows commitment to PAOG PRISM Mission/Vision/Values:</i> <p>Prayer – enhance communication with God through small groups, personal and corporate prayer.</p> <p>Reconciliation- to reflect the unity of the Spirit and with each other</p> <p>Investing-to develop each member of the church into the leader God purposed him or her to become.</p> <p>Strong Families-To serve and influence families in our church and community</p> <p>Missions-to witness to the world, the truth and love of God</p> CORE VALUES: SHINE IT! Service – Humility – Innovation-No Limits-Integrity-Truth 					
Education and Experience: (Check the minimum requirements for education and experience for this position.) Required education (Check one box) Preferred Education: (Check Additional boxes with Preferred in explanation field)					
<input checked="" type="checkbox"/>	High School or equivalent (GED)	<input type="checkbox"/>	0-2 years		
<input checked="" type="checkbox"/>	High School plus specialized training (min. 6 months – 2 years)	<input type="checkbox"/>	3-4 years X		
<input checked="" type="checkbox"/>	Associate degree: preferred	<input type="checkbox"/>	5-7 years		
<input type="checkbox"/>	Bachelor’s Degree:	<input type="checkbox"/>	8-10 years		
<input type="checkbox"/>	Master’s Degree:	<input type="checkbox"/>	10-15 years		
<input type="checkbox"/>	PhD:	<input type="checkbox"/>	15 years+		
<input type="checkbox"/>	Other:				
Certification/Licensure Required for Job ServeSafe Certification Required		<ul style="list-style-type: none"> High school diploma/GED required 2+ years’ experience as a Cook in a hospital, or hotel environment Must be able to work weekends and evenings Must be able to cater events Able to read and follow standardized recipes Strong knowledge of proper food handling procedures 			
Equipment Operated: grill, fryer, stove, steam tables, coffee maker, expresso machine, blender, scale		Other equipment – computer, cash register, calculator			
Physical Activity: (Check all that apply)					
Activity	N/A	0-25%	26-75%	76-100%	Avg. lbs.
Lift/Carry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Push/Pull	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Reach overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Climb	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Squat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Walk/Move/About	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Work Conditions: (Describe the environment and fill in appropriate information (i.e. noise, temperature, chemicals or hazardous materials/waste present))

Church and Office environment

Note: The most significant duties have been included in this description. Other duties may be assigned as necessary. PAOG reserves the right to modify this job description as needed to accurately reflect the duties assigned.

For Human Resources Use Only

Reviewed by:	Date:
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Approved by:	Date:
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