**Arizona Conference Corporation of Seventh-day Adventists**

**Job Description**

**Head Cook**

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| **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Department/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| **Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Benefits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Supervisor’s title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Job Overview

Position requires a self-motivated individual who is responsible for the daily operation of the kitchen and makes assignments to kitchen staff. Is responsible for preparation of all entrees, vegetables, soups and sauces for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ cafeteria and special events. Assists and instructs cooks when necessary and performs other related work as required. Requires a high level of tact, friendliness, and other aspects of strongly developed interpersonal skills plus proven organizational skill.

Authority, Accountability

Authority as delegated by the supervisor. Work is performed with limited supervision. Assignments are fairly routine and performed essentially independently, referring problems, concerns, etc., to supervisor for help. May supervise others.

Essential Job Functions

The Head Cook’s responsibilities shall include, but are not limited to the following:

* Controls the Kitchen and makes assignments to Kitchen Staff
* Prepares variety of vegetarian/vegan and other entrees following standardized recipes and methods of production. Batch cook as necessary throughout meal to meet demand and maintain quality of food
* Plans, layouts, and executes or supervises set-up of hot foods serving counter in preparation for meal service. Applies garnishes to foods
* Monitors lunch service and may supply cafeteria line and/or special events meals. Prepares menu substitution, if necessary
* Follows recipes and improvises recipes as needed
* Pre-preps for next day's meal production, takes inventory of stock and reports out-of-stock or low-stock items
* Prepares menu for the next week and sends notices to interested individuals
* Keeps informed and practices new developments in methods and equipment for application to food services operation
* Instructs food service personnel in approved food service operating procedures and standards
* Maintains cafeteria and kitchen areas as to cleanliness, condition of equipment and furnishings, portion size, food quality, and ensures adherence to established standards, both organizationally and legally
* Maintains quality control of food production
* Performs other duties as assigned

Qualifications:

* Must be a Seventh-day Adventist member in regular standing
* Has strong knowledge of principles, policies and beliefs of the Arizona Conference and the Seventh-day Adventist Church
* Exhibits a commitment to the Seventh-day Adventist doctrines and lifestyle
* Expresses loyalty and interprets Arizona Conference philosophy, policy and procedures positively

Education/Experience

Associate’s (AA/AS) in food service related field required. Relevant work experience may be considered in lieu of educational requirements.

At least 2 years of successful work experience and training in quantity food preparation, including preparation of vegetarian proteins are needed for satisfactory job performance.

Position Requirement

Ability to obtain and maintain current \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County Food Handler’s License. Ability to meet with the County Health Inspector during inspection of the kitchen to respond to questions and receive inspector’s report.

Knowledge and Skills

Knowledge of principles, policies and beliefs of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the Seventh-day Adventist Church. Must be familiar with foods and preparation methods. Ability to prepare foods in sufficient quantities to meet service schedule and food handling in accordance with sanitary standards. Must maintain high quality of foods prepared as to texture, color, flavor, temperature, etc. Quality must be acceptable to all employees and cafeteria patrons. Service to be maintained without interruption.

Must be accurate in measurements, have sufficient skill to handle food and equipment (mixer, slicer, food grinder, steam jacketed kettle, deep fryer, steamer, and grill) efficiently and safely. Ability to work cooperatively with others.

Should exhibit willingness and an ability to follow directions and work with others in the best interest of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ employees and other patrons. Good health and dependability. Desire to learn more about the job through self-study and continuous in-service training.

Must strive to do a good job, knowing that a job poorly done could result in sickness to a customer or employee.

Contacts, Organizational Relationships

Contact with outside organizations, employees, visitors, and lay persons at all levels. Must possess advanced interpersonal skills and project a professional Christian image.

Physical Requirements

Ability to work on feet all day and lift moderately heavy pots and pans. Must be able to read, speak, hear and write. Must be able to effectively communicate both orally and in writing in English. Requires hours of standing, walking, bending, kneeling, pushing, carrying of light items, etc. Manual dexterity to operate kitchen equipment.

Working Conditions

Essential responsibilities are performed primarily standing. Work area is well lighted and ventilated.

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