**Catering Cook Job Description**

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| **Position Title** | **Department/Ministry/Location** |
| Catering Cook | Kitchen |
| **Supervisor Position Title** | **Weekly Hours** |
| Food Services Manager | 10-25 hours per week |
| **Position Status/ Classification** | **Ministerial Status** |
| Part Time Non-Exempt | Non-Ministerial |

### Position Summary:

* The Catering Cook serves as the primary chef for all Eastridge catering events under the leadership of the Food Services manager.

### Essential Duties and Responsibilities:

The essential functions include, but are not limited to the following:

* Create and maintain an excellent and consistent culinary experience at Eastridge.
* Prepare food for regularly occurring events (mid-week bible study and groups, board meetings, etc.), Jammin’ Café, and small-to-large special events serving between 20-500 people.
* Work with the Food Services Manager to develop and execute the vision for Food Services.
* Lead the staff and volunteer kitchen team during the preparation and serving of food.
* Comply with all nutrition and sanitation guidelines required by local codes and internal standards.
* Observe and enforce all food safety regulations.
* Collaborate with the Food Services Manager to create menus and procure ingredients as assigned in accordance with budget and requests.
* Assist in coordinating outside catering services as needed.
* Maintain a very clean and well-organized kitchen.
* Monitor, regularly report on, and organize food inventory.
* Participate in processing kitchen deliveries to ensure the appropriate quantity and quality of items received.
* Ensure that all food produced by the kitchen is consistently high-quality and maintains a standard of excellence.
* Assist in providing coverage as needed for the unexpected absences of others serving in the kitchen.
* Work to develop the skills of kitchen staff and volunteers and contribute to a fun working environment.
* Support the Food Services Manager with administrative tasks in their absence.
* Additional kitchen and support tasks as assigned.

### Minimum Qualifications (Knowledge, Skills, and Abilities):

Education and Experience:

* 2 years of experience as a cook in a quality catering environment (or similar environment cooking a multi-course meal for large groups of people).
* 2 years of experience with recipe creation, scaling, budgeting, and planning.

Knowledge and Skills:

* Experience with leading kitchen team members with a passion to help build a collaborative and well-performing environment.
* Ability to access and prioritize competing tasks and demands.
* Self-directed, highly motivated, flexible, cooperative, and positive.

Licenses, Registrations, and Certificates:

* Valid Washington State Food Handler’s license
* ServeSafe Manager Certification (can be completed within first 90 days of employment)

**Spiritual Requirements:**

* Regular involvement in Eastridge Church’s activities and events.
* Signed acknowledgement of Eastridge Church’s Statement of Faith.
* Signed acknowledgement to policies and procedures as stated in Eastridge Church’s employee handbook.

**Physical Requirements:**

* Prolonged periods of standing and working in a kitchen.
* Exposure to extreme heat, steam, and cold in a kitchen environment.
* Must be able to lift up to 15 pounds at times.
* Manual dexterity to wash dishes and kitchen equipment.

**Employment At-Will:**

All employees of Eastridge Church are at-will, and as such, are free to resign at any time without reason. Eastridge Church, likewise, retains the right to terminate an employee’s employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be construed as, a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended to and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of Eastridge Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

**Acknowledgment**

I have read and received a copy of my job description and at-will employment statement. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I also understand that the statements above are intended to describe the general nature and level of work being performed by me and are not to be construed as an exhaustive list of responsibilities, duties, and skills required for this position. Therefore, I may perform other related tasks under the direction of my supervisor and/or the Executive Pastor.

Employee Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_