



Job Description

Cook

Fulltime - Hourly – Exempt

March 2024

Position Objective

As a Cook for St. Andrew, your main objective will be to plan, order and prepare nutritional meals and snacks for the Early Childhood Programs in accordance with the ministry goals in the Early Childhood Programs and throughout St. Andrew. This position also supports St. Andrew Wednesday night meals.

As with all staff at St. Andrew, we are looking for someone who is naturally warm, friendly, and approachable and serves as a good representation of the church and the values we hold.

Job Responsibilities

- Prepare and submit monthly menus in pdf format during regular work hours at least one week in advance
- Purchase all menu ingredients by ordering from established vendors and/or in person shopping to Target, Cub, Costco, etc., while staying within the budget allocation provided
- Submit bills and receipts in a timely manner directly to the Finance team for efficient processing
- Be aware of and make accommodations for special dietary needs and allergies. This includes attending all allergy meetings for new and current students and making sure proper documentation for allergies is up to date in the classroom and in the kitchen
- Lead preparation of breakfast, lunch and snacks; assist in delivering and serving to classrooms and picking up remaining food when finished
- Track food usage for efficient and timely ordering
- Understand and follow all state health regulations and DHS Rule 3 licensing requirements for correct food temperatures
- Maintain kitchen organization including cleaning storage areas, appliances and countertops daily and closing the kitchen at the end of your shift
- Inform leadership immediately of any safety issues or broken equipment
- Must be able to lift 20 pounds

Other Responsibilities

- Support the wide variety of meal ministries that use the kitchen – funerals, Bible studies, Lenten meals, special events and outside groups
- Assist teachers with cooking projects for their classes by scheduling time for them to use the kitchen and shopping for needed supplies, if necessary
- Act as aide in classroom when needed
- Maintain all certifications required by DHS Rule 3 which includes those that have in service hours (CPR, First Aid, Shaken Baby, SIDS and Blood borne pathogens)
- Maintain all Health Department certifications, including Serve Safe Certification
- Follow child and adult care food program (CACFD) and Health Department guidelines where applicable including maintaining the necessary records

- Plan, order, prepare, serve, assist as necessary, and clean up for Parent Events that have food included

Experience Requirements

- Must have 1-3 years' experience working in a licensed program
- Be "Food Safe" certified or obtain this certification within 30 days of employment (paid for by St. Andrew)
- Have a working knowledge of the Food Pyramid and a general awareness of food allergies
- Willing to be flexible with your weekly schedule
- Relate well to others and be confident in your abilities to create relationships with children, parents, volunteers and church members

Position Type/Expected Hours of Work

The Cook position is a full-time, hourly position, based upon a projected 32-40 hours per week.

Pay rate is \$20-\$23/hour, depending on qualifications.

Eligible for St. Andrew's full suite of benefits including 403B, Medical, Dental, Vision, Life Insurance and Disability.

Position Reports to: Director of Childcare