



**JOB TITLE:** Cook

**SUPERVISED BY:** Food Service Director and Food Service Coordinator

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### **POSITION OVERVIEW:**

Cooks will support and actively contribute in fulfilling the goals and mission of Covenant Harbor. The primary focus will be leading production of meals. Gathering around the table is one of the greatest assets of community building and the kitchen staff is vital to creating that space. Covenant Harbor utilizes two kitchens and two dining rooms generating over 150,000 meals annually to a wide range of groups.

### **GENERAL QUALIFICATIONS:**

- Be in agreement with and support of Covenant Harbor's mission and vision
- Have a strong work ethic and positive attitude
- Be organized, personable, able to make adjustments with short notice, and have a heart for service
- Personal maturity, sound judgment, motivation, and integrity
- Be attentive to details, flexible, and be able to work with minimal supervision
- Available to work weekdays, weekends, nights, and some holidays
- Desire and willingness to work as a team within Food Service

### **EDUCATION AND TRAINING REQUIREMENTS:**

- Minimum of high school diploma or equivalent
- Able and willing to follow written and verbal instructions
- A valid driver's license and a clean driving record
- Current ServeSafe certification, or willingness to acquire certification
- CPR and First Aid certifications are preferred

### **GENERAL DUTIES:**

All Cooks will carry out the Covenant Harbor mission and ministry in the following ways.

- A. Responsible for producing and serving the highest quality food possible in a timely fashion.
- B. Read and follow set recipes.
- C. Oversee meal production.
- D. Oversee post-meal cleanup of dining room and kitchen, including dishes.
- E. Follow basic food production and food safety and sanitation practices.
- F. Work with and manage Kitchen Associates when the Director or Coordinator are absent.
- G. Assist with inventory, product lists, checking orders and other logistical support.
- H. Attend staff training sessions and meetings as directed.
- I. Embrace the opportunity to work with people from a variety of backgrounds and abilities.
- J. Greater Covenant Harbor Ministry
  - Be a positive, helpful and active member of the staff community.
  - Support and help with retreats and events at Covenant Harbor.
  - Help effectively maintain and steward Covenant Harbor's resources.
  - Teach and oversee other Covenant Harbor Food Service staff and volunteers in shared tasks.

### **WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:**

- Must be able to lift up to 50 lbs on a regular basis
- Must be able to perform kitchen tasks such as chopping, stirring, and moving hot and/or heavy cooking items on a routine basis
- Must be able to stand for a minimum of 6 hours and have unrestricted physical mobility

### **SALARY & BENEFITS:**

**Type of Position:** Part time hourly, year-round; Competitive pay range, free meals when on duty.

4/12/21