

**CAMPUS CRUSADE FOR CHRIST - AIA
POSITION DESCRIPTION**

Business Title: Cook II
Ministry/Team: Schindler Banquet Center
Reports To: Executive Chef, Director of Operations
FLSA Status: Non-exempt
Prepared By: Erika Duke/John Gummel
Prepared Date: 11/30/2010
Approved By: Carrie Castino, 12/20/2010
Job Code: FDSER3 – Food Service Worker 3 – (UN1/5)

SUMMARY DESCRIPTION OF POSITION:

Prepare food according to recipes and food health regulations for customer consumption and assists Cook I and Executive Chef in menu execution.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Set up and break down work stations
Maintain a clean and sanitary work station
Cook and prepare food according to production guidelines and recipes
Ensure food is stored at the appropriate temperature for the appropriate length of time and follow all food safety standards
Complete daily temperature logs
Evaluate food quality and preparedness by tasting
Responsible for using correct portions when cutting, preparing and serving items
Clean and sanitize work areas, equipment and utensils
Adhere to weekly, monthly cleaning schedules as posted by management

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

Food preparation, cooking times and portion sizes to ensure food is prepared in prescribed manner
Production and ala minute cooking
Food product, identification and acceptable level of food quality
Front of the house operation

ABILITY TO:

Must be able to safely operate all kitchen equipment
Must be able to read and follow recipes
Must be able to understand and follow directions from chef or managers
Must be able to lift 50 pounds
Must be able to frequently lift, push, pull, and/or carry 30 pounds
Assist in other areas as needed
Provide good customer service
Work effectively in a team environment

EDUCATION and/or EXPERIENCE

High school education or equivalent
Ohio Level One Food service certification required
Minimum one year experience as a cook in an up market restaurant/catering kitchen

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS/ABILITIES

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

CHRISTIAN GROWTH

It is anticipated that all employees of Campus Crusade for Christ, throughout the course of their employment, will actively seek opportunities for greater understanding, involvement and connection with our ministry by taking part in various activities as specified by their leadership. This includes attending periodic Bible studies and other worship experiences which occur in the workplace during the workweek. Employees are also expected to actively and intentionally grow in their Christian faith and exhibit Christian character as demonstrated by their attitude, appearance and conduct as outlined in the "Standards and Expectations" section of the employee handbook.