

ST. JAMES LUTHERAN CHURCH AND SCHOOL
Board of Christian Education

Position: Assistant Cook

Accountable To: The Head Cook and through her to the Principal and Board of Christian Education

Purpose: The assistant cook helps in the preparation of lunch and cleaning of the kitchen each school day.

Duties and Responsibilities:

1. Assist the Head Cook in efficiently and successfully preparing and serving lunch each school day.
2. Assist in the cleanup of the kitchen at the end of each day as directed by the head cook
 - a. Sweep daily
 - b. Mopping
 - i. Mop on Monday, Wednesday, and Friday
 - ii. Spot mop on Tuesday and Thursday
 - c. Complete weekly and monthly task sheets
3. Works with the Head Cook to promote a healthy, cheerful environment.
4. Helps stock orders that are received.

Qualifications:

1. Can perform head cook's duties as needed.
2. Is able to take direction from a supervisor.
3. Is cheerful and friendly.

Physical Requirements:

1. Lifting will involve upwards of 50 pounds.
2. Is able to be on his/her feet at least 5 hours per day.