



## Cook

The Cook is a member of the Claggett Center culinary team and reports to the Executive Chef. This is a full-time hourly (non-exempt) position, ranging in hours from 30-40 per week. The Cook shall further the mission of the Claggett Center by providing exceptional Christian hospitality through the execution of food service and guests' dining experiences including, but not limited to:

### 1. COOKING & KITCHEN TASKS (90%)

- a. Cooks and serves all food to proper specifications in a timely manner.
- b. Ensures proper food temperatures are maintained and food is stored correctly. Ensures freshness and quality of all menu items.
- c. Performs opening, closing and side work duties as instructed and according to proper guidelines. Keeps workstation and equipment clean, organized, sanitized, and sufficiently stocked.
- d. Sets up and utilizes kitchen equipment to prepare food items such as: knives, slicers, whips, pots, pans, warmers, steamers, grills, ovens, dishwasher, etc.
- e. Cleans, washes dishes and pots and pans, and performs general kitchen and dining room cleaning.
- f. Manages the cleaning schedule for kitchen floors, emptying of trash and cleaning the bathrooms after every shift
- g. Follows and upholds all health codes and sanitation regulations.
- h. Ability to work varied hours/days, including nights, weekends, and holidays, as needed.
- i. Works independently and/or leads the culinary team in the absence of the Executive Chef or Sous Chef, including preparing and serving meals, and performing all necessary clean up.
- j. Effectively communicates with Sous Chef any kitchen issues or needs
- k. Performs other duties as assigned.

### 2. GUEST SERVICES SUPPORT (10%)

- a. Assist in the preparation of meeting spaces which could include setting up tables, chairs, easels, and AV equipment
- b. Assist in the tear down and cleaning of meeting spaces

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty and responsibility 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. Rate of pay starts at \$20.00 per hour. This does not include additional benefits that FT staff members are eligible for.

1. Minimum of 5 years of formal culinary/quantity food service employment or commensurate experience.
2. Self-starter that can work both independently and collaboratively.
3. Courteous, approachable, and responsive demeanor when working with the public.
4. Dependable, professional behavior with a responsible work ethic.
5. Ability to maintain the integrity of sensitive and confidential information.
6. Excellent written and communication skills.
7. Comfortable working in a faith-based community.

8. Be in good physical condition--able to lift and move at least 75 lbs.
9. Valid driver's license and reliable transportation.