



**Central Christian Academy
Head Cook
Job Description**

Job Title: Head Cook

Reports to: Food Service Director

Central Christian Academy seeks an outstanding person to serve as the head cook for its food service program. The ideal candidate will have a vibrant Christian faith and experience in food service.

Description

The Head Cook Position reports to the Food Service Director and will lead the preparation of food for the school's K-12 lunch program. This position requires a minimum of 25 hours per week from August to May with the potential of increasing up to 40 hours per week.

Spiritual Requirements

- Evidence of a committed and mature faith in Jesus Christ
- A belief that the Bible is God's inerrant and infallible Word
- Evidence of active church attendance and membership at a church whose statement of faith is consistent with that of CCC and CCA
- Agreement with CCA's Mission, Core Values, Purpose, Statement of Faith, Biblical Lifestyle Statement, and Statement on Life, Marriage, Gender Identify and Human Sexuality
- Willingness to serve as a Christian role model as outlined in the CCA employee handbook
- Willingness to set an example of prayer, Bible study and unity in Christian fellowship
- Commitment to resolve professional and personal conflict biblically
- Models servant leadership and has the ability to build relationships and support CCA's mission
- Listens and responds to counsel

Duties and Professional Requirements

- Collaborate with the Kitchen Manager and other kitchen staff to create menus and order food for the lunch program in a timely and consistent manner
- Provide leadership and direction for other staff in the preparation of the menu items
- Oversee proper functioning of kitchen food preparation equipment, including monitoring equipment temperatures
- Responsible to review weekly menu and pull frozen foods to thaw
- Prepare and cook food for daily meals
- Assist with serving meals to students

- Work with other staff to keep the kitchen and equipment clean and organized
- Work with the kitchen manager to purchase proper inventory of ingredients and food items in a timely manner
- Provide leadership to other staff in the handling of food, temperature control, serving protocols, and proper storage of food items
- Ability to engage with students and teachers
- Strong communication skills in both speech and writing
- Recognition of the need for good public relations
- Ability to represent the school in a professional manner to its constituency and the general public
- Commitment to professional confidentiality with all information regarding all staff and students

Experience

- Experience working in food service, restaurant, or school lunch program strongly preferred
- Experience working with school-aged children preferred
- Food handler certification required

Physical Requirements:

- The ability to stand, walk, sit, kneel, bend, reach, grip, climb, push, pull, or carry, for a duration of time
- Ability to lift and carry 40 pounds
- The ability to use fine motor skills including tactile functions while performing a task
- The ability to work in a kitchen environment which could include hot, cold, dry, moist, and slippery environments. Other environmental factors could be surface noise, lighting, vibrations, and smell.

Acknowledgement:

I acknowledge that I have read the job description and requirements for the Head Cook position, and I certify that I can perform these functions.

Employee/Applicant Signature _____ Date: _____

Administrator Signature _____ Date: _____

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator. Central Christian Academy reserves the right to update, revise or change this job description and related duties at any time.

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