



## POSITION DESCRIPTION

Job Title: Food Service – Lead Cook  
Reports to: Director of Food Service

**Job Summary:** Under limited supervision, perform quantity cooking in a food service program and perform related work as required. Position will require training in nutrition, cooking techniques, food safety and sanitation standards. Reports directly to Food Service Director

### **Job Responsibilities:**

- Prepare high quality, properly cooked, flavorful foods in quantities determined by lunch counts.
- Prepare foods using approved methods and HACCP procedures to ensure a safe food product.
- Prepare food according to production amounts. Complete production records daily.
- Inspection and proper storage of food, including but not limited to flow of product and inventory control.
- Follow standardize recipes and operating procedures.
- Monitor portion size/components to ensure reimbursable meal.
- Record and keep on file, temperatures on log sheets. Label and date all foods that require it.
- Maintain a clean and sanitary work area.
- Prepare items as needed as time permits for next day service.
- Demonstrate proper equipment usage, including proper setup, safety, cleaning, and sanitizing procedures.
- Use safety and sanitation standards in food handling and preparation, following time and temperature regulations.
- Follow all safety rules. Observe and report any safety or sanitation hazards.
- Know location of MSDS sheets.
- Store prepared foods in a safe and sanitary manner, according to established procedures and HACCP guidelines.
- Function as a team member, working with co-workers and management.
- Work no more than contracted hours without prior approval from Food Service Director.
- Attend in-service and training as scheduled.
- Promote and uphold the image of SMCS.
- Supervise volunteers.
- Perform any other related tasks as assigned.

### **Qualifications:**

- High School Diploma, GED or equivalent.
- Safety is essential to job performance.
- Employees must exercise caution and comply with standard safety regulations when involved in the following situations: Bending, lifting, crouching, kneeling, reaching, and standing.
- Exposure to blood-borne pathogens and communicable diseases.
- Lifting, carrying, and moving work-related supplies/equipment.
- Be able to work in a standing position for long periods.

*I accept the above responsibilities and by signature indicate my willingness to enthusiastically participate in the implementation of the faith community. I can perform the above duties with or without reasonable accommodations.*

Name Print: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_