

Western Mennonite School Position Description

Job Title:	Evening Cook
Reports To:	Food Services Manager
Position Status:	10months/approximately 18 hours per week/3:30-7:00 p.m.
Last Revised:	April 2011

Western Mennonite School Mission Statement

Western Mennonite School equips students for a life of faith and learning by providing an educational experience highlighted by five key distinctions: Christ-centered, academic excellence, nurturing community, peace and service, and enrichment opportunities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Qualifications

1. Must hold a current Food Handler's Card.

B. Food Preparation and Service

1. Heat/prepare dinner items as directed by Food Services Director
2. Check and record temperatures of hot foods prior to serving
3. Assist student worker with his/her set up responsibilities as needed
4. Set up serving line and begin serving promptly at designated serving time
5. Keep smiling! Promote a happy, healthy atmosphere for diners.
6. Shut down serving line promptly at designated time.

C. Clean Up

1. Store and date all leftovers
2. Assist student workers with clean up as needed
3. Load towels and rags into washer and start wash cycle

D. Supervision of Student Workers

1. Make sure students follow proper hand washing and food handling procedures
2. Check time cards to ensure they are being properly completed
3. Understand student job responsibilities and make sure students have done jobs satisfactorily
4. Report concerns regarding student workers to the Food Services Manager or to the Campus Jobs Supervisor

E. Other

1. Check and record all cooler/refrigerator/freezer temperatures daily
2. Fill out and file menu production sheets
3. Follow night time security lock up procedures as outlined

Dinner information:

Serve meal as follows:

6:00-6:30 p.m. – all students who have signed up plus dorm students, campus and VS staff

6:30 p.m. – any student or staff wishing to eat as long as there is food available

Shut down serving line promptly at 6:35 or when those in line at that time have been served

Student Jobs:

Set Up/Role Taker/Back Dish Washer (pots and pans)

Front Dish Washer

Front Clean up

Daily Temperature Record

Walk-in freezer

Walk-in cooler

Stainless refrigerator

Glass refrigerator

Night time lock-up:

Check all freezer/cooler doors

Secure all cafeteria windows and doors

Lock and check door to upstairs

Close and lock sliding partition

Close and lock pass-through dish window

Make sure all faucets are in off position

Make sure dishwasher is turned off and emptied

Lock door between kitchen and cafeteria

Make sure all lights are off, including those in walk-in cooler/freezer

Lock back kitchen door