

Oak Forest Center

MINISTRY DESCRIPTION

POSITION DESCRIPTION:

Title: Food Service Manager/Head Cook

Purpose: To provide excellent meals for guests of Oak Forest Center

Status: Full time paid position (Eventually Missionary Staff)

RELATIONSHIPS:

Responsible To: Director

Direct Charges: none

Other Key Relationships: Cooks Helpers, Guest Services Manager

QUALIFICATIONS:

1. Has a sincere love for the Lord and a desire to see guests come to know and grow in Him.
2. Is in agreement with Oak Forest Center's philosophy and policies.
3. Is eager to learn, loves guests, and shows a consistent walk with God.
4. Is willing to serve the needs of Oak Forest Center, including guests, with excellence and a generous spirit, even when personally inconvenient to do so, and be willing to go the extra mile" (Matt. 5:41)
5. Is flexible and able to work with guests and other staff members.
6. Is either Serv-Safe Certified or is willing to undergo certification.

RESPONSIBILITIES:

1. Be a witness for Jesus Christ in all words and actions, and share Christ's love with the public, guests, and staff to reflect favorably upon the Lord and Oak Forest Center.
2. Develop a Christ-like, servant atmosphere in the work area.
3. Aid in keeping the work area clean and orderly at all times.
4. Develop and operate from standards of performance.
5. Related to the organization of kitchen staff:
 - a. Delegate duties for efficient and unhurried preparation and serving
 - b. Communicate specific tasks to be done before each meal so that each worker understands the needs.
 - c. Oversee staff concerning dress standards
6. Related to food preparation:
 - a. Oversee the preparation of the meal

- b. Check menus, recipes, number of expected people, and meal times before day of preparation
 - c. Use leftovers first before making new
 - d. Use only recipes decided on ahead of time (any suggestions for change should be made in advance to the Director)
 - e. Carefully follow sanitation guidelines while preparing foods
- 7. Related to serving meals:
 - a. Meals should be served on schedule
 - b. When providing seconds, make sure that people are treated cordially and use a clean plate
- 8. Related to cleanliness:
 - a. Help keep kitchen neat by:
 - 1) Putting ingredients away after using
 - 2) Use care when mixing, wiping up your own spills
 - 3) Pre-rinse food containers before piling them neatly for dishwashers
 - 4) Help keep coolers organized by properly labeling and storing food
 - b. Before leaving the kitchen each day, complete each task on the cleaning list assigned to you
 - c. Follow proper garbage disposal procedures
- 9. Maintain inventory levels by ordering food
- 10. Comply with kitchen's dress standard.

(3/17)