

Head Cook Job Description

About Riverside Christian School

Riverside Christian School has a long and proud history of excellence in meeting the educational and spiritual needs of families in the Grand Forks, East Grand Forks, and surrounding areas since 1982.

RCS leads students to pursue their full potential by assisting families in providing a Christ-centered education. Our mission is to inspire students to pursue academic excellence from a biblical worldview.

Purpose:

To organize and supervise the preparation and serving of quality food to students. Responsible for all aspects of food production, operating the program within State and Federal guidelines regarding sanitation, food cost, scheduling guidelines, and eligibility. The Head Cook will assist with the budget for the nutrition program.

Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the personal qualities knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. All applicants must be a U.S. citizen.

Responsibilities and Expectations

Spiritual

- Agree to the school's statement of faith and seek, in all actions, to glorify God

Duties of this position:

- Prepare and daily serve breakfast and lunch to students.
- Plan menus one month in advance.
- Manage inventory and order food and beverages, equipment and supplies.
- Oversee food preparation and portion sizes.
- Comply with health and food safety standards and regulations.
- Have the ability to lift 50 pounds.
- Manage commodity ordering and delivery.
- Keep kitchen, cooler and freezer clean and safe.
- Assist with food for special events.
- Schedule maintenance for kitchen equipment.
- Arrange for subs when required.

Required knowledge, skills and abilities:

- Agree with and uphold Riverside's statement of faith.
- No specific education requirement, but must demonstrate ability to read and write English.
- Hold and maintain a Food Manager Certification.
- Demonstrate competence for assigned responsibilities.
- Follow oral and written instructions.
- Maintain a positive attitude, being flexible and kind.

Desirable knowledge and abilities:

- Previous work experience in a cafeteria setting.
- Knowledge of safe food preparation techniques

Position Properties:

- 10 month position; recurring yearly

