



Hot Lunch Worker / Cook Job Description

Our Vision

Through faith in Christ's unconditional love for us, we see St. Paul Lutheran as a growing church and school, compelled to Reach out, Teach the Word of God, and Care for all people.

Job Title

Hot Lunch Program Worker / Cook

Reports To

School Principal

Hot Lunch Coordinator

Primary Objectives

The Hot Lunch Worker/Cook is responsible for preparing daily meals for the school hot lunch program while keeping the work environment clean, sanitary, and safe according to the policies and regulations of appropriate agencies and those set forth by St. Paul Westlake.

Education and Experience

Minimum

- High School Diploma

Desired / Preferred

- 2 years in School cafeteria or similar working environment

Responsibilities

- Shop for and place orders in preparation for school lunches
- Maintain proper inventory records as assigned
- Assists Hot Lunch Coordinator in preparing menus
- Prepares lunches for the hot lunch program according to designated menu and orders
- Maintain any applicable certifications
- Monitor students in lunch room during specified lunch hours & assist school staff in implementing appropriate discipline procedures
- Ensure a clean kitchen and cafeteria before, during, and after meals

- Maintain and secure equipment Hot Lunch Program equipment
- Follow all rules pertaining to food preparation to proper dress as prescribed by the Department of Health
- Other duties of interest and needs as mutually agreed upon.

Skills, Knowledge and Abilities

SKILLS

- A positive attitude and friendly personality
- Strong organizational skills
- Customer Service
- Food preparation, cooking, cleaning

KNOWLEDGE

- Methods of preparing, producing, cooking, heating, baking and serving large quantities of a variety of foods
- Use and care of kitchen equipment and utensils
- Cleaning and sanitation methods used in a food service environment
- Food storage methods
- Basic arithmetic (i.e. addition, subtraction, multiplication, and division)

ABILITY

- Prepare, produce, cook, heat, bake assemble and serve a large quantity of a variety of foods
- Work rapidly and efficiently in performing job duties
- Work cohesively with peers, supervisors, school personnel, and students
- Apply and maintain standards of cleanliness, sanitation, and personal hygiene
- Read, write, and communicate in basic English
- Count money and make change accurately
- Demonstrate customer service skills on an ongoing basis
- To add, subtract, multiply, divide quickly and correctly
- To lift supplies, boxes, etc. up to 40 lbs.

JL 7/13/2020