



**WESTERN CHRISTIAN SCHOOL**

9045 WALLACE RD NW • SALEM OR • 97304

503.363.2000

## COOK ASSISTANT

### WCS MISSION STATEMENT

*Western Christian School equips students for a life of faith and learning by providing a Christ-centered educational experience highlighted by four key distinctions: academic excellence, nurturing community, enrichment opportunities, peacebuilding & service.*

### OVERVIEW

**Job Title:** Cook Assistant

**Reports to:** Food Service Supervisor

**Position Status:** Non-Instructional, Administrative Support Staff; Hours typically run during the school day, 8am-2pm.

**Start Date:** October 23, 2023 (or as soon as available)

**Benefits:**

- Paid time off

### VISION FOR POSITION

The Cook Assistant performs routine service-level duties of food preparation, serving, student supervision, and clean-up at the Western Christian kitchen.

### QUALIFICATIONS

**Required Personal Qualities:**

- Be deeply committed to a consistent daily walk with Jesus Christ and continual growth in your relationship with Him.
- Regularly attend a Christian church that aligns with the WCS statement of faith.
- Exemplify the love of Christ by being a role model in attitude, speech, and actions toward others, and meeting everyday stress with emotional stability, objectivity, and optimism.
- Consistently exemplify servant leadership by demonstrating the Fruits of the Spirit (*Galatians 5: 22-23*).
- Utilize a Biblical and grace-filled approach in handling conflict when it arises.
- Encourage students to accept God's gift of salvation and to grow in their faith.

- Demonstrate the strong passion, spiritual maturity, and leadership abilities to align with and uphold the mission, educational objectives, statement of faith, and core values of WCS.
- Display understanding of professional expectations by maintaining confidentiality with all information.

#### **Experience/Education Qualifications:**

Requires a high school diploma or equivalent. Some experience in a cafeteria or similar food service environment is desirable.

Food Handlers Card required.

#### **ESSENTIAL JOB FUNCTIONS**

- Serves food items according to specified quantities.
- Prepare Daily meals following recipe guidelines
- Prepares certain food items such as slicing meats, bread, sandwiches, and salad bar foods. Operates miscellaneous kitchen equipment such as a slicing machine, mixer, warming oven, ovens and stovetop.
- May assist in receiving, storing, and inventorying supplies and food product items.
- Records food temperatures at regular intervals during storage, heating, and service of food items.
- Washes, sanitizes, and cleans kitchen area surfaces, utensils, trays, serving areas, and all kitchen equipment.
- Maintains pace with acceptable units of production.
- Prepares, counts and stacks lunch orders.
- Sweep and mop kitchen floors.
- Performs other duties as assigned that support the overall objective of the position.

#### **Knowledge and Skills**

The position requires: Basic knowledge of institutional quantity, food preparation and service, utensils, equipment, and weights and measures. Knowledge of safe work methods and kitchen sanitation. Knowledge of modern machines and equipment used in institutional cooking and service lines. Sufficient mathematical skills to compute weights, measures, counts, and portions. Sufficient human relations skills to exhibit positive customer service and work as a productive member of a team.

#### **Abilities**

Requires the ability to: Perform the routine duties of the position under direct supervision. Follow safety and sanitation guidelines; physical ability to stand for extended periods of time; ability to lift, push and pull objects of medium weight. Learn and operate commercial kitchen utensils, equipment and production machines such as, but not limited to, food sealers and slicers. Follow oral and written instructions. Learn, understand and apply safety and sanitation regulations.