



**Position Title:** Part Time Cook  
**Classification:** Part Time Hourly  
**Reports To:** Executive Director  
**Key Relationships:** Director of Events and Programs, Maintenance Director

### **Position Summary**

The Part Time Cook works directly for the Executive Director. They shall primarily be responsible for preparing food and ensuring quality; following schedules, menus, food leftover storage procedures, and other assignments; coordinating pre-meal duties for flex crew team members; and the maintenance and cleaning of all kitchen equipment.

### **Key Job Functions**

- Prepares food and ensures quality of delivery to the plate.
- Follow schedules, menus, food leftover storage procedures, and other assignments.
- Cleans kitchen equipment and assists with other cleaning as available.
- Coordinates pre-meal duties for flex crew members.
- Communicates product and equipment needs to the Executive Director.

### **Other Duties**

- A part time staff member in a small organization like Geneva Hills is often called upon to perform a wide variety of duties. This may include many of the following duties (not an exhaustive list):
  - Assisting with maintenance duties like repairs, construction, landscaping, and lawn care.
  - Assisting with kitchen duties like dishwashing, and laundry care.

### **Experience and Qualification Requirements**

- Affirms as true the Geneva Hills Statement of Faith.
- Agrees to abide by the Lifestyle Code of Conduct Policy.
- Has a sincere love for Jesus that shows in a consistent and evident walk with Christ.
- Committed to the mission and ministry philosophy of Geneva Hills.
- Agrees with the philosophies, policies, and procedures of Geneva Hills Group Inc..
- Communicates clearly both orally and in writing.
- Must be at least 18 years of age with preference given to applicants that are 21 or older.
- Should have previous experience in quantity food service or equivalent training.
- Must have current ServSafe Food Safety Manager certification or be willing to be certified.

### **Working Conditions and Physical Requirements**

- Must be able to lift, bend, and twist.
- Ability to push and pull loads.
- Must be able to lift frequently up to 35 lbs.; occasionally 35-100 lbs. with assistance
- Good hand-eye coordination.

- Auditory ability to hear and understand conversational levels of sound in an ordinary office environment.

*The above statements are intended to describe the general nature, types of work performed, and qualifications required of employees assigned to this position. They are not intended or should be taken as an exhaustive list of responsibilities, duties, and requirements of personnel so classified. All indicated qualifications, duties and functions are essential job functions for purposes of the Americans with Disabilities Act (ADA).*