

Timothy Christian School
School Cook Job Description

General Description

Timothy Christian School, a K-8 Christian Schools International accredited school, located near Wellsburg, Iowa, is in search of a hot lunch cook for the 2020-2021 school year. The school cook will be expected to implement the hot lunch program. Duties will include preparing and serving of food, maintaining a clean kitchen, and completing required paperwork. This person shall reflect the mission of the school and strive to honor Christ at all times.

Required Spiritual Qualities

It is expected that the cook will:

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Believe and actively support the school's statement of faith and mission.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40).
- Evidence the fruit of the Spirit and biblical principles in dealing with people.
- Actively participate in a local Christian church.

Required Personal Qualities

It is expected that the cook will:

- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Have the ability to interact effectively with peers and supervisors, and possess humility and a willingness to be a team player.
- Follow the Matthew 18 principle in dealing with conflict.
- Respect professional ethics that require confidentiality concerning the sharing of information about children, parents, staff, or donors.
- Communicate clearly with the school administration in an earnest effort to resolve differences when they exist.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the school.
- Develop and maintain rapport with students, parents, and staff by treating others with courtesy, patience, friendliness, dignity, respect, and a good sense of humor.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.

Essential Job Functions

It is expected that the cook will:

- Prepare and serve meals.
- Work independently.
- Plan and follow monthly menus using State and Federal guidelines.
- Maintain menu production records
- Maintain temperature logs on freezers, refrigerators, and foods.
- Order food and supplies as needed
- Acquire knowledge of the USDA Commodities Program

- Comply with State and Federal requirements and laws regarding nutrition, sanitation, safety, and recordkeeping.
- Maintain Mandatory Serve Safe accreditation
- Pursue continuing education in the summer.
- Train new parent volunteers including Civil Rights
- Use clean towels daily and launder kitchen towels once a week
- All food and drink served prior to expiration dates.

Daily

- Check and record temperatures for milk cooler, refrigerators, freezers, and supply room.
- Check and record food temperatures as stated by Federal guidelines.
- Wipe off counters with bleach at the start and end of each day.
- Sweep and mop kitchen floors at the end of each day.
- Comply with First In First Out (FIFO) with all food supplies.

Monthly

- Keep a current inventory of foods with marked expiration dates of the freezer and supply room.
- Develop next month's calendar based on current inventory and food's expiration dates.
- Discard food based on product expiration dates and/or USDA regulations.
- Have next month's calendar to the secretary by the second to last Friday of the current month.
- Document monthly food expenses.

End of school year and breaks

- Defrost freezers.
- Condense freezers and refrigerators, and turn off unused ones for the summer.
- Clean stove air vents before school starts and during Christmas break.
- Procure milk bids for the next school year.
- Inventory everything in kitchen for insurance purposes.
- Report unused commodities to the Federal Government

Summer

- Pursue continuing education as required.
- Prepare lunch calendar for August and September two weeks prior to the start of school.
- Check kitchen, freezers, and refrigerators once a week.
- Clean and organize kitchen, including shelves, drawers, and cupboards.
- Start milk cooler one week before school starts and order the milk.