

Calvin Presbyterian Church
Tigard, Oregon

Title: Cook

Job Summary: Provide implementation, planning, meal preparation and supervision.

Location: Calvin Presbyterian Church; 10445 SW Canterbury Lane; Tigard, OR 97224

Classification: Regular part time, hourly, non-exempt.

Work Schedule: Prepare meals primarily for the Sunday morning after service brunch/lunch.

Accountability: Office Assistant/Coordinator. Performance reviews conducted annually.

Duties and Responsibilities

1. Menus to reflect a concern for healthful foods for all ages, attractiveness to children, balanced nutrition, with concern for specialized diet needs, i.e.; diabetic, overly spicy, etc.
2. Inventory, control and purchase the necessary ingredients and supplies to support Sunday brunch/lunch and before service coffee mingles.
3. Work with volunteers and train them as necessary on the proper use and care of equipment, and appropriate food handling procedures, i.e.; sanitation, temperature control, etc. in accordance with established procedures, rules and regulations.
4. Consult with and advise staff on ways to achieve cost savings, efficiencies of time, replacement or new equipment, maintenance schedules and assist in establishing appropriate fee schedules for various types of events.
5. Track weekly attendance, meal costs and receipts to assist in budget control and planning of food and supplies purchases for subsequent weeks. Work within a budget.
6. Participate in the preparation of and follow annual budgets for food service activities.
7. Coordinate quarterly with Staff to incorporate themes, special events, etc. and publish menus.

Qualifications and Experience

1. **Must have a current Food Handler's Card.**
2. Some commercial food service experience highly desirable.
3. Ability to organize own and other's time and talents to assure timely execution of food service activities.
4. Display flexibility in dealing with a wide variety of members and guests.
5. Demonstrate diplomatic and tactful but assertive interaction with significant numbers of volunteers in carrying out desired tasks.

Additional Requirements

- A criminal background check
- Two references
- Agree to all required employment policies.
- Must hold a valid driver's license
- Must be able to carry/lift 25 pounds
- All employees will be required to pass random drug