

Amigo Centre
POSITION DESCRIPTION: Assistant Cook

Position Title: Assistant Cook
Reports to: Food Service Director

Qualifications

1. Committed follower of Jesus Christ.
2. Committed to Amigo's mission and ministry.
3. Willingness to be a part of the Amigo Centre community
4. Active participation in a Mennonite Church USA congregation preferred

Educational/Certification Requirements

1. High School Diploma or equivalent
2. Food Safety Certification or willing to become certified.

Primary Functions

1. Works generally every third weekend, with additional peak time hours added as needed.
2. Prepare food in accordance with the standards of the State of Michigan Health Department.
3. Ability to direct & orient staff & volunteers in a clear & positive way.
4. Attend department meetings as called.
5. Reliable & timely attendance for hours scheduled.
6. Gracious & pleasant attitude with guests & staff.

Responsibilities

1. Prepare meals that are tasty and attractive.
2. Prepare amounts that provide for seconds as needed
3. Supervise staff & volunteers when in charge.
4. Have meals ready 15 minutes before scheduled meal time
5. Assist in keeping freezers & coolers in order by dating and labeling leftovers.
6. Use and stock food supplies with "First In First Out" method.
7. Verify meal counts for each meal with guest services department.
8. Be able & ready to prepare food for special dietary needs as requested by guests.
9. Participate in all kitchen tasks & chores for each shift.
10. Willingness to adjust schedule on short notice.
11. Willing to learn broader aspects of kitchen: ordering, menu plans, scheduling, etc.

Supervisory Responsibilities

1. Supervise staff on shifts working.
2. Be prepared & knowledgeable for Health Department Inspections.