



# FIRST BAPTIST JACKSON

## Job Description & Performance Expectations

**Job Title:** Food Service Cook  
**Staff Level:** Service Staff – Full-time  
**Reports To:** Director of Food Service

**Department:** Food Services  
**Pay Status:** Full-Time Hourly

### STATEMENT OF PURPOSE

A Food Service Cook at First Baptist Jackson (FBJ) is responsible for preparing, cooking, baking, and serving a variety of attractive, flavorsome, and nutritionally-balanced meals for church members and guests. A Food Service Cook maintains high standards of quality food production and portion control using standard recipes while maintaining the kitchen and other facilities in a clean and sanitary condition.

### BASIC PERSONAL RESPONSIBILITIES

1. Above all, to grow closer to Jesus Christ. Through a daily quiet time with the Lord, seek to keep Jesus Christ as the priority of life, realizing that prayer, Bible study and Christian fellowship are essential to growing in God's will each day.
2. Keep family in the right position of priorities and see that they come before everything except your personal relationship with the Lord, even before the work of the church. In order to do this, one day a week spent with family away from the church and related activities is strongly encouraged.
3. Support immediate supervisor and all other church staff. This will call for flexibility and a spirit of teamwork.
4. Support the mission statement of the church.
5. Follow the guidelines outlined in the Personnel Manual.

### PRIMARY JOB DUTIES & RESPONSIBILITIES

1. Prepare and cook meat entrees, vegetables, and other entree dishes using established recipes and menus as directed.
2. Prepare salads, sandwiches, fruit, soups, sauces, and other foods using established recipes and menus as directed.
3. Prepare and bake rolls, biscuits, breads, cakes, cookies, and other baked goods using established recipes and menus as directed.
4. Assist in determining appropriate quantity of food items for cooking and baking adjusting and extending recipes as needed.
5. Maintain food quality standards including appearance, and nutritional requirements.
6. Monitor temperatures of food to assure safety and quality standards are met.
7. Monitor water temperatures to assure proper temperature for sanitizing.
8. Wear proper cooking attire (i.e., apron, hat or hair net, gloves, etc.).
9. Serve food according to established guidelines and replenish serving containers as needed.
10. Operate a variety of standard kitchen utensils and equipment including slicer, chopper, mixer, steamer, fryer, dishwasher, electric warmer, range, oven, pressure cooker, cash register, dishwasher and other cafeteria equipment as required.

11. Clean cafeteria equipment, utensils, appliances, and storerooms in compliance with kitchen sanitation and safety procedures and regulations.
12. Assist in securely storing unused food and supplies utilizing proper methods of handling foods to be stored.
13. Assist at banquets and other catered special events at nights and on weekends as required.
14. Ensure that all dining tables and chairs, cooking- and serving-related areas and equipment are always clean and in good working order.
15. Alert the Director of Food Service of any maintenance requests.
16. Maintain regular attendance.
17. Perform other duties as assigned by the Director of Food Service and the Executive Pastor for Administration.

## **ESSENTIAL QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation(s) may be made to enable individuals with disabilities to perform the essential functions.

1. Excellent verbal and written communication skills
2. Strong interpersonal skills
3. An intimate and growing personal relationship with Jesus Christ as evidenced by biblical fruit-bearing and daily habits of spending time with Him and His Word is an expectation of all of those who serve on the staff of First Baptist Jackson
4. Alignment with the mission, vision, values, goals and strategies of First Baptist Jackson and teachable with a strong commitment to self-development.
5. Ability to effectively receive and communicate oral and written instructions.
6. Ability to undertake a variety of tasks and prioritize them to meet deadlines while dealing with potential interruptions.
7. Ability to make decisions in a logical, responsible, and compassionate manner.
8. Teachable spirit with a strong commitment to self-development.
9. Ability to work cooperatively with a diverse group of staff and church members.
10. Flexibility to adjust work schedule to suit the needs of the church required.
11. Ability to pass a background check and pre-employment drug screening required.

## **PHYSICAL & MENTAL REQUIREMENTS**

1. While performing the duties and responsibilities of this job, the employee has a frequent requirement (more than 2/3 of the time) to hear, taste, smell, see, and speak.
2. While performing the duties and responsibilities of this job, the employee has a frequent requirement (more than 2/3 of the time) to balance, reach with hands and arms, bend/stoop/kneel, carry/lift, climb, sit, and/or walk.
3. While performing the duties and responsibilities of this job, the employee has a frequent requirement (more than 2/3 of the time) to stand on feet for extended periods of time and perform repetitive motions of stirring, mixing, and serving.
4. While performing the duties and responsibilities of this job, the employee has a frequent requirement (more than 2/3 of the time) to utilize vision abilities including close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
5. While performing the duties and responsibilities of this job, the employee must occasionally lift or move up to forty pounds and complete tasks in confined spaces.
6. The employee must possess basic math and excellent speaking and writing skills, as well as excellent reasoning and organizational skills.

**ENVIRONMENTAL CONDITIONS**

1. Works indoors with exposure to variables in room temperatures from cooking, dishwasher operations and utilization of freezer/refrigeration equipment.
2. Occasional exposure to hot, cold, and wet conditions; high/low humidity; and slippery surfaces.
3. Works with sharp instruments including knives.
4. Works in elevated noise levels from some kitchen equipment.

**EDUCATION & EXPERIENCE QUALIFICATIONS**

1. A High School Diploma or GED is required.
2. Basic knowledge of cooking and cleaning is required.
3. Ability to lift up to 25 lbs. is required.
4. Flexibility to adjust work schedule to suit the needs of the church required.
5. ServSafe Certification required within the first three-six months of employment.
6. Previous experience cooking for and serving large groups of people is preferred.
7. Demonstrated experience in the operation of a church kitchen facility preferred.

By signing below, I certify that I have read, and I understand the contents of the Food Service Cook Job Description. I also certify that I understand the policies and procedures as explained in the church's Personnel Manual. Further, I certify that I will do my best to carry out the Primary Duties and Responsibilities as a Food Service Employee at FBJ as contained in this Job Description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date