



Cook 1

The mission of Columbia Bible College is to equip people for a life of discipleship, ministry, and leadership in service to the church and community.

Department:	Food Services
Faculty/Staff/Management:	Staff, non-management
Load/Term:	80% -100% FTE Sept. 1 – April 20

Job Purpose

This position prepares meals and follows established recipes. Duties include preparing food ingredients and following food health and safety procedures. Cook, clean, and assist other cooks and deliver food in a fast-paced environment. Work may include operating a grill, oven, fryer, and other restaurant equipment.

Duties and Responsibilities

1. Prepare lunch and dinner, in a timely manner, insuring quality and appearance of food.
2. Desire and ability to work as part of a team.
3. Monitor food consumption and inventory.
4. Organize within the kitchen, putting things into place. Clean and maintain your kitchen work area following good safety and sanitation practices. Charting temperatures as per Health Regulations require.
5. Operate standard kitchen equipment safely and efficiently.
6. Responsible to conduct oneself in a safe manner in the work environment and to use standard safety procedures.
7. Other duties and responsibilities that are given from the Chef/Kitchen Manager.

Qualifications

Education: Grade 12 graduation preferred.

Skills: Excellent interpersonal skills in working with other staff.
Skills in large quantity cooking preferred.

Abilities: Ability to work in a commercial kitchen.
Ability to communicate both written and orally.
Ability to do physical labor when required.
Self-motivated.

Personal: Warm-hearted, committed, and dedicated.
Aspire to the Staff & Faculty Attributes.
Agreement with and commitment to the CBC Mission Statement, BCMB or MCBC Confession of Faith, Responsibilities of Community Membership Statement, the ABHE Religious Freedom & Human Sexuality Position Statement.

Maintain membership in good standing in a local Christian church.
Impeccable character and reputation.
Pleasant personality with a positive outlook in the midst of a busy and
challenging atmosphere.

Professional

Certification: Not required, but an asset.
Food Safe required.
WHMIS required.

Experience: 1 year food service experience preferred.
Leadership experience an asset.

Working Conditions

Candidate must be willing to work flexible work hours including weekends, and holidays when necessary.

Current shift anticipated: Sundays 2-6:30 p.m.
Mondays 10 a.m. – 6:30 p.m.
Tuesday, Wednesday, Thursday 7 a.m. – 3:30 p.m.

Physical Requirements

Normally requires light to medium physical activity.

Statement of Relationships

This position may supervise other Food Service Staff, depending on experience.
This position is under the direct supervision of the Chef/Kitchen Manager.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____