

Prep Cook – Wilshire Baptist Church

Wilshire Baptist Church is currently accepting applications for a reliable part-time prep cook reporting to the food service director. The prep cook plays an important role on the culinary team by preparing ingredients for cooking, monitoring kitchen inventory, ensuring food quality and consistency and cleaning and sanitizing food preparation areas.

To apply, email resumé and cover letter to gmckenzie@wilshirebc.org.

Applications will be accepted until the position is filled.

Position Summary: The prep cook collaborates with the food service team to ensure that all meals and kitchen activities function as effectively and efficiently as possible to provide a meaningful fellowship experience for church members and guests.

About the position:

- This is a part-time hourly position working 20 to 24 hours a week.
- Pay rate range is \$15.75 – \$17.00 an hour (commensurate with experience).
- Varied work schedule, including Sundays and special events; off on Thursdays.

Qualifications

- Valid Food Handlers license required.
- Must have two years of kitchen experience.
- High school diploma or equivalent is required.
- Must be at least 18 years old.
- Intermediate to advanced cooking skills and techniques, including knife skills.

Duties and Responsibilities:

- Collaborate with food service director and sous chef to prepare meals, understanding that the food service department is considered a ministry and extension of Wilshire Baptist Church.
- Complete all tasks on the prep list in order.
- Ensure all foods are cooked to the proper internal temperature.
- Adhere to all relevant nutrition and sanitary regulations and standards.
- Assist in maintaining inventory of ingredients and equipment, including labeling, ordering and stocking.
- Follow all safety and health standards regarding storage of supplies and cleaning and maintaining sanitized work areas.

Applications are considered without regard to race, sex, national origin, age, marital, or veteran status, or the presence of a non-job-related medical condition or disability.

- Ensure sanitation standards are maintained by keeping a tidy, clean and sanitized workspace.
- Assist in set-ups of spaces used for food service as needed.
- Help ensure all applicable fire and state health inspection code requirements are met.
- Follow church financial policies and procedures.
- Follow church facility policies and procedures.
- Support the overall ministry of Wilshire Baptist Church.
- Other duties as assigned.

Required knowledge, skills and abilities:

- Experience with banquet-style cooking.
- Keen understanding of industry-standard best practices, i.e. safe and sanitary food preparation and cooking.
- Superior dexterity skills to operate cutting tools quickly and safely.
- Good math skills with a clear understanding of cooking measurements.
- Must be prompt and dependable.
- Ability to work in a fast-paced environment.
- Ability to work independently and as a team member.
- Great attention to detail and ability to manage multiple tasks.
- High level of emotional and social intelligence with the ability to maintain good working relationships.
- Excellent planning, problem solving and organizational skills.
- Able to perform physical activities that require moving one's whole body, such as walking, stooping, lifting up to 50 pounds, pushing/pulling a cart, use of stairs and standing for eight hours or more.
- Proficient in English.
- Spanish proficiency is a plus.

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