

Food Service Staff – Wilshire Baptist Church

Wilshire Baptist Church is seeking a part-time Prep Cook.

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

Applications accepted until the position is filled

Position Summary: Wilshire Baptist Church is seeking a reliable part-time Prep Cook. As the Prep Cook, who plays an important role as part of a culinary team by preparing ingredients for cooking, monitoring kitchen inventories, ensuring food quality and consistency, and cleaning and sanitizing food preparation areas.

Information about the position:

- This is a part-time position working approximately 24 to 29 hours per week, reporting to the food service director
- Pay rate is \$16 per hour, no benefits offered
- Must be at least 18 years old with a minimum of a high school education
- Must have a valid food handlers license
- Must have 2 years of kitchen experience
- Availability to work mornings, nights, and weekends

Duties & Responsibilities:

- Ensure all food is prepared and cooked in compliance with sanitation, nutrition, and proper internal temperature standards
- Complete all prep tasks in priority order as assigned by the food service director or sous chef
- Set up, sanitize, and maintain clean, organized workstations and kitchen areas
- Accurately label, date, and properly store all food items
- Wash, chop, sort, and prepare ingredients such as fruits and vegetables
- Track ingredient inventory and coordinate resupply needs with food service director or sous chef
- Assist with receiving, unloading, and properly storing incoming deliveries
- Safely operate knives, cutting tools, and other kitchen equipment
- Apply standard cooking methods, measurements, and food preparation best practices
- Demonstrate strong organization, time management, teamwork, and communication in a fast-paced environment
- Assist with the setup of spaces used for food service
- Perform other duties as assigned

Knowledge, Skills, & Abilities:

- Knowledge of kitchen equipment, tools, and safe operating procedures
- Knowledge of food preparation methods, measurements, and safe food handling standards
- Ability to stand for extended periods and perform physical tasks such as walking, stooping, lifting, and pushing or pulling carts

- Ability to work effectively under supervision, follow directions, and demonstrate willingness to learn
- Strong interpersonal skills with the ability to relate positively and show respect to others
- Strong organizational, teamwork, and communication skills in a fast-paced environment
- Reliable transportation to support consistent attendance and punctuality
- Spanish language proficiency preferred