

## **Food Service Staff – Wilshire Baptist Church**

Wilshire Baptist Church is seeking a Full-Time Sous Chef

To apply, email resumé and cover letter to [hirvin@wilshirebc.org](mailto:hirvin@wilshirebc.org)

Applications accepted until the position is filled

**Position Summary:** Wilshire Baptist Church is seeking a reliable full-time Sous Chef. As the Sous Chef, who plays an important role as part of a culinary team by being the second in command and monitoring 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 full-time position working approximately 35 to 38 hours per week, reporting to the food service director
- Pay rate is \$20 per hour, full benefits offered
- Must be at least 18 years old with a minimum of a high school education
- Must have a valid ServSafe certificate
- Must have 5 years of kitchen experience
- Availability to work mornings, nights, and weekends

### **Duties & Responsibilities:**

- Ensure all food is prepared, handled, and cooked in compliance with food safety, sanitation, and proper internal temperature standards
- Review daily meal preparation requirements with the food service director
- Ensure the prep cook consistently follows the food service director's recipes, specifications, and quality standards
- Monitor kitchen cleanliness, sanitation, and overall workspace organization
- Inspect all ingredients and food products for freshness, quality, and expiration dates before use
- Accurately label, date, and properly store all food items and ingredients
- Set up, sanitize, and maintain workstations throughout food preparation and service
- Deliver required ingredients to the food preparation area in a timely manner
- Wash, chop, sort, and prepare ingredients such as fruits and vegetables
- Label and stock ingredients on organized, easily accessible shelves
- Track inventory levels and collaborate with the food service director to reorder supplies as needed
- Assist with receiving, unloading, and properly storing incoming deliveries
- Train new kitchen staff on food preparation procedures, safety standards, and workplace expectations
- Respond promptly and professionally to diner or client concerns as needed
- Assist with setup of dining or event spaces used for food service
- Safely operate knives, cutting tools, and kitchen equipment
- Demonstrate strong time management, teamwork, and communication in a fast-paced environment
- Perform other duties as assigned

**Knowledge, Skills, & Abilities:**

- Knowledge of kitchen equipment, tools, and safe operating procedures
- Knowledge of food safety, sanitation, and proper food handling standards
- Ability to stand for extended periods and perform physical tasks, including walking, stooping, lifting, and pushing or pulling carts
- Ability to follow supervision, accept direction, 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
- Ability to maintain reliable transportation for consistent attendance and punctuality
- Spanish language proficiency preferred