

## **Oakdale Christian Academy - Cook**

Primary Contact Name - Laura Mead

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### **Please describe the position to be filled.**

Oakdale is hiring for the position of cook, preparing meals for up to 80 and supervising student helpers. The cook will assist in the planning and preparation of meals and special events. The cook will assist in other food preparation duties as directed; maintain facilities in a clean and sanitary condition; maintain records as required.

Contact Principal Laura Mead at [principal@oakdalechristian.org](mailto:principal@oakdalechristian.org) or at (606) 332-0432 ext 110.

### **Additional information of interest to applicants.**

Essential duties and responsibilities include the following.

- Maintain food quality standards including appearance and nutritional requirements.
- Prepare and serve food in accordance with health and sanitation regulations.
- Prepare and bake food for special events as needed; assist at banquets or special events as required.
- Participate in the cleaning of kitchen facilities, equipment, utensils and appliances
- Comply to kitchen sanitation and safety procedures and regulations
- Assists in receiving deliveries from vendors and organization/maintenance of inventory.
- Supervise student dish crews and job training crews as assigned.
- Maintains and supplies job training crews with supplies as required.
- Provide other food services as needed and directed.
- Complies with schedules and time lines.
- Other duties as assigned.

### **SUPPLEMENTAL MINISTRY**

All staff members are expected to participate in areas of the Oakdale ministry beyond the confines of duties and responsibilities listed above.

### **KNOWLEDGE AND ABILITIES:**

- Principles of good nutrition and quantity food preparations and services.
- Price and portion and storage methods.
- Proper operation and maintenance of food service equipment.
- Food handling, safety and sanitation standards and techniques.
- Inventory and record-keeping procedures.
- Interpersonal skills using tact, patience and courtesy.
- Principles and methods of quantity food service preparation, serving and storage.
- Sanitation and safety practices related to handling, cooking, baking and serving food.
- Methods of preparing and serving food in large quantities.
- Use of standard kitchen equipment, utensils and measurements.
- Health and safety regulations.