

Job Description

Position Title:	Lead Cook		
Business Unit:	Food Services	Status:	Full-Time
Reporting to:	Director of Food Services	Salary Range:	\$15-\$17 Per Hour

Background:	<u>University Overview</u> Founded in 1893, Southwestern Adventist University is a 501(c)(3) faith-based institution located in Johnson County, Texas. As the only four-year degree-granting university in the county, Southwestern Adventist University is an important community stakeholder that links education with action by building knowledge, increasing faith, and providing service. <u>University Vision</u> Southwestern Adventist University seeks to be a community that supports academic, spiritual, physical, and emotional wholeness encouraging all members to find their purpose and lead lives of service. <u>University Mission</u> The University's Mission statement is "Inspiring knowledge, faith, and service through Christ-centered education."
Position:	Lead Cook supports daily culinary operations by preparing high-quality meals and providing hands-on leadership to cooks and student employees. This position helps coordinate production, maintain food-safety and sanitation standards, control waste, and ensure that meals are ready on time and consistent with approved menus, recipes, and the service values of Southwestern Adventist University. This position works under the direction of the Director of Food Services and carries out established departmental procedures, menus, standards, and operational priorities.
Responsibilities:	<u>Culinary Operations</u> • Lead assigned meal-period production and coordinate workflow among kitchen and student staff. • Prepare and present menu items according to approved recipes, portion standards, and service schedules. • Assign daily tasks, communicate priorities, monitor work, and provide on-the-job guidance. • Monitor food quality, appearance, temperature, and portioning throughout production and service. • Follow and reinforce food safety, sanitation, allergen, storage, labeling, and cross-contamination procedures. • Completes required production, temperature, cooling, and waste documentation. • Support food preparation and service for regular dining, catering, and University events. • Monitor supplies and assist with receiving, inventory, rotation, and proper food storage. • Assist with maintaining an organized, safe, sanitary, and efficient kitchen environment. • Support food and labor cost control through proper portions, batch cooking, responsible ingredient use, and waste reduction.

	• Maintain clean, sanitized, organized, and secure work areas, equipment, and storage spaces. • Respond professionally to operational changes, dietary needs, and service concerns, escalating issues as appropriate. • Assist with training and onboarding kitchen and student staff while modeling teamwork and professionalism. • Complete assigned opening, closing, and end-of-shift responsibilities. • Perform other related duties as assigned.
Requirements:	Must have strongly expressed a commitment to Jesus Christ, the teachings and mission of the Seventh-day Adventist Church, be a member of the Seventh-day Adventist church in good and regular standing, and have a desire to serve in a cooperative, spiritually redemptive, and soul-winning atmosphere. Minimum Qualifications • High school diploma or equivalent, or an acceptable combination of education and relevant experience. • Minimum of two years of commercial, institutional, or high-volume food-service experience. • Ability to prepare food using standardized recipes and coordinate multiple items within established service times. • Current Food Handler certification or ability to obtain certification within the required timeframe. • Ability to communicate effectively, follow written and verbal instructions, perform basic food-production calculations, and maintain required records. • Reliable attendance and flexibility to meet Dining Services scheduling needs. Preferred Qualifications • Three or more years of high-volume cooking experience, including lead or supervisory experience. • Culinary training, ServSafe Manager certification, or comparable food-safety credentials. • Experience in institutional dining, higher education, catering, vegetarian cuisine, or special-diet preparation. • Experience training or directing student or entry-level employees.
Knowledge, Skills & Abilities:	• Knowledge of commercial cooking methods, kitchen equipment, sanitation, food safety, and allergen controls. • Ability to organize workflow, set priorities, provide direction, and maintain a professional and respectful work environment. • Strong judgment, attention to detail, adaptability, and problem-solving skills. • Commitment to quality service and support of Southwestern Adventist University's Christian mission and community standards. Ability to work effectively in a fast-paced food service environment and remain on feet for extended periods.

**Work Conditions
& Environment:**

Job Conditions: This position requires working indoors and occasionally outdoors, with exposure to varying temperatures.

Work Environment: Fast-paced food service environment with exposure to heat, cold, noise, wet surfaces, food preparation equipment, and frequent interaction with employees, students, and guests.

Work Hours: Flexible work schedule based on the operational needs of the cafeteria, including occasional evenings, weekends, holidays, and special events as required.

Physical Requirements: Ability to independently lift and carry up to 20 pounds and perform routine physical activities associated with the position, including prolonged sitting or standing, walking, bending, stooping, reaching, grasping, and repetitive hand movements.

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the position's essential functions.

This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.

Southwestern Adventist University complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities.