



**BEYOND ACADEMY  
JOB DESCRIPTION  
COOK**

**PURPOSE OF THE POSITION:**

The Beyond Academy Cook is responsible for preparing all meals and snacks for Beyond Academy, and to perform related work as required. They will promote the vision of Beyond Academy, which is to ensure that every child is exposed to and taught the Word of God, as set forth by Beyond Church.

**SCOPE:**

The Cook oversees operations of the food program, including hygiene, meal/snack preparation, food distribution to rooms; ensures adherence to Child Care Food Program guidelines and all public health regulations regarding food storage and preparation. They will be respectful of children, parents, and other staff, and ensure that equipment and facilities including but not limited to the kitchen are clean, safe, and well maintained.

**KEY DUTIES AND RESPONSIBILITIES:**

1. Washes hands upon entering kitchen each time.
2. Pulls hair up and off the neck - out of reach of food.
3. Thoroughly completes Food Program forms daily and turns them into the Assistant Director prior to leaving each day.
4. Prepares nutritious meals and snacks; prepares substitute items for children on restricted diets.
5. Distributes food to the classrooms.
6. Practices safe food handling techniques in food preparation and storage.
7. Advises the Director of needed supplies.
8. Maintains a safe and sanitary kitchen, pantry, and storage areas; follows state guidelines regarding food preparation and cleaning.
9. Demonstrates a great level of detail and attention to being a good steward of inventory by eliminating waste.
10. Demonstrates the ability to operate on and stay within a budget with documented inventory use.

**PERSONAL ATTRIBUTES:**

The Cook must maintain strict confidentiality in performing assigned duties, and must also demonstrate the following personal attributes:

1. Be respectful
2. Possess cultural awareness and sensitivity



3. Be flexible
4. Be submissive to authority-this is especially true when your preferences differ
5. Demonstrate sound work ethics
6. Be consistent and fair
7. Be compassionate and understanding
8. Be able to build esteem, while ensuring a safe and secure environment