



Overview of Role

<u>Position:</u>	Food Service Cook Supervisor	<u>Department:</u>	Fletcher Academy
<u>Class:</u>	Seasonal Part Time (10-month Academic Year)	<u>Wage:</u>	Starting wage up to \$18/hr.
<u>Status:</u>	Hourly Non-Exempt	<u>Reports to:</u>	Food Services Director
<u>Notes:</u>	1st Shift	<u>Revised:</u>	6/24/2024

Our Mission:

We are a community of believers operating Adventist schools, ministries, and businesses in harmony to educate youth to have a transforming influence on the world as disciples of Christ.

Our Vision:

To graduate students with the highest standard of intellectual and moral culture and thus be the leading sustainable Adventist educational model and resource for Christian leaders.

Why (Supports Mission & Vision in the following ways):

- The Fletcher Academy Cafeteria and Dining Hall represents one of several critical “touchpoints” with our students, families, visitors, employees, and other constituencies of the campus. The dining facility includes the “Robert Hansen Meeting Room” reserved for special events. While school is in session the facility serves meals 7 days per week and creates an atmosphere which serves as a social hub of campus where students and faculty / staff interact.
- Working for Fletcher Academy Cafeteria is a ministry, not only in nutritional services but also in being a leader/mentor of the student work program. The right team fit will have a heart for serving our Creator God, providing health-conscious meals, and a passion for mentoring youth.

How (Essential Duties and Responsibilities):

- **Provides** supervision for meal services on a variable schedule; responsible for following opening and closing procedures as required to maintain the security of the facility.

- **Prepares, cooks, and serves** alongside student workers, leading by example through demonstration of proper cooking, serving, and cleaning techniques.
- **Displays** genuine customer service skills and shows care for the needs and desires of others, working with the Food Service Director in addressing any concerns with food choices offered, i.e. vegan options, accommodating dietary restrictions when possible, etc.
- **Prioritizes** cooking and cleaning tasks, coordinating student workers to accomplish required tasks in a timely fashion.
- **Maintains** standards of work, sanitation, and safety, ensuring that food items are properly shipped, received, stored, cooked, and served in a safe, sanitary, and timely fashion.
- **Upholds and supports** Fletcher Academy and FA Café standards pertaining to dress code, disciplinary actions, Student Handbook guidelines, etc. Records and reports any disciplinary and/or performance issues to the Food Service Director for follow-up.
- **Willing and able** to be part of a dynamic, diverse team serving in a drug/alcohol/tobacco-free campus workplace environment.

What (Qualifications):

- High school diploma or equivalent. Additional education/formal training in a culinary arts field preferred. Strong basic math and excellent verbal/written communication skills required.
- At least 1 year of commercial/institutional or other large-scale food service experience desired; including a positive service record.
- ServSafe qualified with current certification (or ability to obtain within 90 days of hire).
- May stand, walk, stoop, or perform manual physical labor of varying intensity for extended periods. Lifting requirements < 40 lbs.
- Able to handle a high-paced work environment, and make effective supervisory decisions.

Who (Reports to / Supervises):

- Reports to the Fletcher Academy Food Services Director; will supervise student employees.

Expectations:

- The mission drives everything we do; students and patrons are central to that.
- We collaborate with team members to put the best of the organization first.
- We are supportive of others and open to their ideas.
- We focus on God and work towards unity.
- We take responsibility and initiative in a timely fashion.
- We thank volunteers and donors at every opportunity.
- We bring our best effort, no excuses.
- We operate with grace, flexibility, respect, professionalism, excitement, and energy.
- We identify and fill unmet needs.
- We communicate, regularly talking in person or calling team members.