

Job Description

Position Title:	Cook		
Business Unit:	Food Services	Status:	Temporary
Reporting to:	Miguel Espinosa	Salary Range:	

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:	The Cook is responsible for preparing, cooking, and serving meals in accordance with established standards and health regulations for a university dining facility. This role ensures high-quality food production, cleanliness, and compliance with state and university guidelines, contributing to a positive dining experience for students, faculty, staff, and guests.
Responsibilities:	• Prepare and cook meals according to established recipes, portion controls, and dietary requirements. • Set up and maintain food service lines, ensuring food is presented attractively and at proper temperatures. • Monitor inventory and assist in receiving, storing, and rotating food supplies. • Maintain cleanliness and sanitation of food preparation areas, equipment, and utensils. • Adheres to hygiene protocols, including frequent handwashing and the use of appropriate protective attire. • Upholds quality standards, kitchen etiquette, and a team-focused attitude. • Adhere to strict food safety and sanitation standards, including proper handling, storage, and labeling of ingredients (following safe thawing and cooling protocols), cooking foods to food-safe temperatures, and maintaining a clean and organized work area. • Follow all food safety and sanitation guidelines in accordance with Texas state regulations and university policies. • Assist with menu planning and suggest improvements for efficiency, nutrition, and variety. • Assist in receiving and storing food deliveries, verifying invoice accuracy, checking for spoilage, and organizing supplies according to health code and FIFO practices. • Support catering functions, special events, and varying meal schedules as needed. • Comply with dietary restrictions and allergen protocols when preparing meals. • Assist with training and mentoring student or part-time kitchen staff as needed. • Report equipment malfunctions or safety concerns promptly to supervisor. • Perform other duties as assigned to support the daily operations of the dining facility. • Ability to withstand long hours of standing, working in a hot and fast-paced kitchen environment, and lifting heavy objects (e.g., pots, pans, and food supplies).

	• Participate in staff meetings, trainings, and in-service opportunities to enhance culinary knowledge, safety awareness, and institutional policies. • Remain aware of emergency procedures and locations of fire extinguishers, first aid kits, and exits. • Uphold company policies and procedures, including adhering to work schedules, dress code, and attendance guidelines. • Duties as assigned.
Primary Requirement:	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.
Knowledge, Skills & Abilities:	• High school diploma or equivalent required. • Culinary degree preferred, or equivalent combination of education, training, and experience. • Minimum of 1–2 years of experience in a commercial or institutional kitchen preferred. • Valid Texas Food Handler’s Certificate required; ServSafe certification preferred. • Must obtain a Food Handler’s certification for the state of Texas within 30 days of being hired from an accredited organization. • Knowledge of proper food handling, preparation, and storage techniques. • Ability to read and follow recipes, instructions, and food preparation standards. • Strong organizational and time-management skills. • Strong attention to detail and commitment to delivering high-quality food consistently. • Thorough understanding of health and safety regulations, ensuring compliance and a safe kitchen environment. • Basic knowledge of First Aid. • Ability to work in a fast-paced environment with a flexible schedule, including evenings and weekends. • Ability to withstand long hours of standing, working in a hot and fast-paced kitchen environment, and lifting heavy objects (e.g., pots, pans, and food supplies).
Work Conditions & Environment:	Job Conditions: Clear verbal communication for interactions with students, faculty, and staff. Occasional: Working on weekends or based on student demand. Environment: Frequent: Indoor commercial kitchen and cafeteria environment. May be exposed to varying temperatures, loud noise, and potentially hazardous equipment. Occasional: Outdoor, Wet/Dry Conditions, Cold/Heat (due to retreats, travel or camping) and Noise/Vibrations. Work Hours: Physical Requirements: Must be able to lift and carry up to 50 lbs. and perform physical tasks such as sitting, walking, and standing for extended periods. Work around heat, steam, and cleaning chemicals. Wear personal protective equipment (PPE). <i>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 accommodations may be made to enable individuals with disabilities to perform the position’s essential functions.</i>

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 provides equal employment opportunities to all employees and applicants for employment and prohibits unlawful discrimination based on race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. The university does, however, exercise its constitutional and statutory rights as a religious organization to require standards of conduct for students and employees and, as an employer, to prefer members of the Seventh-day Adventist Church for employment.

This policy applies to all terms and conditions of admission or employment, including, but not limited to, student admission, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.