

**Trinity Christian School**  
**875 Auloa Road**  
**Kailua, Hawaii 96734**

**Position:** Cook

**Purpose:** The purpose of the cook's job is to provide healthy snacks and lunches for preschool children and elementary snacks and lunches, as needed.

**Essential job functions:**

1. Maintain a sanitary, organized kitchen and lunchroom following the Department of Health regulations.
2. Develop a daily routine to follow DHS and USDA food service and preparation requirements, which include, but are not limited to the following:
  - Wash hands regularly
  - Tie hair back or wear hairnet at all times
  - Keep snacks stocked and available for preschool and elementary staff after school programs
  - Prepare meals for the preschool and elementary lunch programs
  - Coordinate with aides setting table with napkins and utensils
  - Serve meals
  - Put away leftovers for later use
  - Sanitize counters and sinks making sure no food is in the strainers (table tops and chairs are done by staff and children)
  - Wash and air dry all dishes; put away in the morning before preparing meal of the day
3. Develop a weekly routine to:
  - Plan monthly menus that are healthy, well balanced and of high quality that are appropriate for preschool children, in accordance with Department of Health guidelines and within the monthly budget.
  - Endorse the school wide learning expectation of living a healthy life style through by promoting good nutrition and healthy eating habits
  - Post monthly menus in kitchen, preschool and office and send home
  - Do a weekly inventory
  - Place orders for food and kitchen supplies, including all paper products, with school secretary, staying within the designated budget
  - Shop for supplies that cannot be ordered & submit receipts and mileage to bookkeeper
  - Clean and organize all cupboards
  - Clean refrigerators and freezers weekly; check thermometers
  - Clean stove and ovens
4. Be prepared for inspections
  - Board of Health – no notice
  - School Nutritionist – observation of cooking and evaluation of menus

- Preschool Licensing – check safety in kitchen (all sharp objects and cleaning solutions locked up)
- Alert secretary in January and June to order grease trap inspection

**Accountability:** Vice Principal, Head of School

**Qualifications:** High School diploma  
Experience cooking for groups  
Able to pass Department of Human Services requirements for Criminal History, Employment History, and Child Abuse/Neglect checks

**Classification:** Non-exempt