

GENERAL JOB DESCRIPTION

ASSISTANT HYGIENIC COOK

POSITION QUALIFICATIONS

1. A demonstration of a personal relationship with Jesus Christ and the Three Angel's Messages as revealed in Revelation 14:6-12 and the living out of the principles of health reform in the life as described in the Bible and Spirit of Prophecy.
2. An understanding of the purpose and mission of M.E.E.T. Ministry in light of the Three Angel's Messages.
3. A knowledge and understanding of the Biblical principles governing Christian ministries and businesses.
4. Must possess integrity, consecration, intelligence, industry, energy and tact.
5. Must be at least 25 years of age.
6. Must be proficient in the efficient preparation of wholesome, palatable, and attractive pure vegetarian food and in menu planning.
7. Must be proficient in keeping an inventory and prompt ordering procedures, and supervisory skills.
8. Must possess teaching skills.
9. Must be proficient in keeping a clean, orderly kitchen and be able to instruct others to do the same.
10. Must be a pure vegetarian (fruits, nuts, grains, and vegetables).

SPECIFIC AREAS OF RESPONSIBILITY

To **assist** the Cook in the following areas:

1. Oversee and supervise the over all food programs.
2. Meal preparation and menu planning for the training school and Health Center.
3. Meal preparation for Health Center staff and guests during health sessions.
4. Juicing and sprouting for health guests, with assistance from health center staff.
5. Provide hands-on-classes for health guests, using crock-pot cooking for hard

grains, menu planning, etc.

6. During Health Sessions the assistant cook is to encourage health guests to observe meal preparation.
7. Meaningful interaction with the health guests during meal times.
8. Maintain a clean and orderly kitchen area at all times.
8. To prepare special dishes for individual guests as their health program dictates.
9. Maintain inventory of all supplies pertaining to the training school food program and the health center.
10. Orient and supervise students and others assigned to the kitchen.
11. Instruct students in proper kitchen etiquette, hygiene, and food preparation and presentation.
12. Attend all general staff meetings.
13. Assist in the teaching of the training school's Food Lab.

WORK SCHEDULE DURING HEALTH SESSION

The Assistant Cook is expected to work the week prior to every session and the three weeks of the session. The Assistant Cook should be prepared to cook for guests as soon as they arrive. In some instances, guests may arrive the Thursday or Friday before the session, but usually not until Sunday. The Assistant Cook is to work three weeks during a session and then have a one-week break. She (he) should report to the Health Center Manager after the break and may be assigned to work in other areas of the ministry. When not in health session, the work schedule for the Assistant Cook is from 9 A.M. to 5 P.M., Monday through Thursday with an hour and a half lunch break unless special circumstances arise. When a health session is canceled, the Assistant Cook is to work the normal office hours of 9 A.M. to 5 P.M. and will not receive a one-week break.

The Assistant Hygienic Cook is to report to the kitchen work area at 5:30 a.m. daily to see that the breakfast and lunch meals are properly prepared and served on time.

WORK SCHEDULE DURING TUE TRAINING SCHOOL PROGRAM

Assistant Hygienic Cook is to report to the kitchen work area at 5:30 A.M. daily to see that the breakfast and lunch meals are properly prepared and served on time. Breakfast is to be served at 7 A.M. and lunch at 1:30 P.M.

Also, see that the kitchen and cafeteria areas are cleaned and ready for the next day. The Assistant Cook will be able to take a break during the training school program. The Associate Director, Sr. Jackson will arrange and schedule the break.

ACCOUNTABILITY

The Assistant Hygienic Cook is primarily accountable to the Cook and Associate Director.

The Assistant Hygienic Cook is also responsible to the Health Center before, and during health sessions in the following areas: Meal preparation, Juicing, Sprouting, and Hands-on-cooking demonstrations.