

## **JOB DESCRIPTION**

### **HYGIENIC COOK**

#### **POSITION QUALIFICATIONS**

1. A demonstration of a personal relationship with Jesus Christ and the Three Angels' 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 Angels' Messages.
3. A knowledge and understanding of the Biblical principle governing Christian ministries and businesses.
4. Must possess integrity consecration, intelligence, industry, energy and tact.
5. Must be a vegetarian (no dairy).
6. Must be at least 25 years of age.
7. Must be proficient in the efficient preparation of wholesome, palatable, and attractive strict vegetarian food and in menu planning.
8. Must be proficient in keeping an inventory and prompt ordering procedures, and supervisory skills.
9. Must possess teaching skills.
10. Must be proficient in keeping a clean, orderly kitchen and be able to instruct others to do the same.
11. Must be in agreement with the doctrinal position of M.E.E.T. Ministry. (See attached sheets.)

#### **SPECIFIC AREAS OF RESPONSIBILITY**

1. Oversee and supervise the over all food preparation of the ministry.
2. Meal preparation and menu planning for the training school and health retreat.
3. Maintain a clean and orderly kitchen area at all times.

4. Maintain inventory of all supplies pertaining to the training school and health retreat food program and for the purchasing of supplies.
5. Orient and supervise students and others assigned to the kitchen.
6. Instruct students and staff in proper kitchen etiquette, hygiene, and food preparation and presentation.
7. Attend all general staff meetings.
8. Assist in the teaching of the training school's Food Labs.
9. Prepare all the meals for the following individuals during a health session: 1) health retreat guests, 2) health retreat manager, 3) other health retreat staff, volunteers or visitors at the discretion of the Directors.
10. Assist with juicing for the health guests during the first week of a health session if not preparing food for health center staff.
11. Set an attractive table for all meals during the health session.
12. Train health guests in wholesome food preparation including theory and practice.
13. Assist in teaching nutrition classes to the health guests as scheduled.
14. Prepare special dishes for individual guests as their health program dictates.
15. Cooperate with the Health Retreat Manager in the ordering of food and management of inventory for the health center.
16. Clean the kitchen thoroughly immediately after each session ends.

### **WORK SCHEDULE DURING HEALTH SESSION**

The cook is expected to work the week prior to every session and the three weeks of the session. During the first week of the session, the cook and the assistant will rotate: The person on duty for the breakfast meal will not be on duty for the next two meals (lunch/breakfast). They are expected to return to duty for the lunch meal the next day.

The cook should be prepared to cook for guests as soon as they arrive. In some instances, guests may arrive the Thursday before each session, but usually not until Sunday. The cook is to work three weeks during a session and then have one-week break. They should report to the Associate Director after the week break and may be assigned to work in other areas of the ministry. When not in health session, the work schedule for the cook would be from 9:00 A.M. to 5:00 P.M., Monday through Thursday with an hour and a half lunch break unless special circumstances arise. When a health session is canceled,

the cook is to work the normal office hours of 9:00 A.M. to 5:00 P.M. and will not receive a one-week break. Weekend breaks for the cook (Only if there is one cook) during the health session can be arranged and scheduled by the Associate Director.

### **WORK SCHEDULE DURING THE TRAINING SCHOOL PROGRAM**

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 7:00 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 cook will be able to take a break during the training school program. The Associate Director will arrange and schedule the breaks.

### **ACCOUNTABILITY**

The hygienic cook is primarily accountable to the Associate Director. The hygienic cook is to be accountable to the Director and the Administrative Assistant.