



## **Assistant Cook Job Description**

### **Position Summary:**

The Assistant Cook aids the Food Director in all aspects of the kitchen and meal preparation. This position requires heavy lifting of boxes and supplies of up to 30 lbs. Work is performed under the supervision of the Head of School/Executive Director.

### **Reports to:**

Head of School/Executive Director

### **Job Responsibilities:**

- Works onsite 40 hours per week
- Helps prepare a school menu of nutritious meals for students and staff (limited to no processed foods)
- Helps the Food Director by placing food orders coordinating food deliveries and receiving
- Helps prepare
  - daily breakfast for boarding students and residing faculty and staff
  - daily lunch for all students, faculty, and staff
  - daily dinner for boarding students and residing faculty and staff
  - meals for faculty during pre-service weeks as well as during some modified holidays and school events
- Helps maintain weekly inventory of food and kitchen supplies
- Helps plan and prepare a weekly menu that consists of whole, nutrient-dense foods with little/limited processed food offerings
- Has appropriate licensing to work in the kitchen
- Ensures compliance with Texas Health Department requirements
- Ensures regular cleanliness and sanitation of all kitchen appliances, surfaces, and food
- Leads and supervises a kitchen chore group from 2:50-3:30 Monday through Thursday, and 1:40-2:20 on Fridays.
- Communicates in a timely and tactful manner with the Head of School, Food Director, staff, students, and faculty
- Performs other duties as assigned by the Head of School/Executive Director

**Required Qualifications and Skills:**

- Food Handling Credentials

**Preferred Qualifications and Skills:**

- Previous experience with kitchen operations, food handling, food preparation, catering, etc.
- Previous experience working in schools
- Strong organizational and communication skills, both verbal and written
- Knowledge of Google Drive and Google Workspace
- Ability to use the Internet and make online orders
- Strong time management skills
- Ability to work efficiently in a small team environment
- Previous training and/or experience with safety and/or emergency protocols

**Compensation:**

- Pay commensurate with experience
- Appropriate deductions for and payments to FICA, Social Security, Medicare insurance, group medical insurance, life insurance and annuity, as applicable
- Automatic contribution of 5% of your salary to a 403(b) account
- Up to \$1200 for approved professional development (PD) courses and/or materials.

**About Chinquapin Preparatory School**

Chinquapin Preparatory School is a private college-preparatory school for 6th-12th grade students located 25 miles east of downtown Houston. Since 1969, Chinquapin has prepared motivated students from Houston's under-resourced communities and schools for college.

Our school's unique mission provides students with seven years of high-quality education through small class sizes and intense preparation. College acceptance is a graduation requirement, and our alumni have a remarkable record of college completion.

**Our Mission**

To provide a high-quality college-preparatory education to Houston's most able and motivated students from historically excluded communities and schools across the city.

Through a rigorous curriculum and an emphasis on community service and earning what one receives, we aim to produce responsible, well-educated citizens who will become constructive leaders in their communities.

**To Apply**

Please submit your résumé and letter of interest to Mily Pérez, Head of School/Executive Director at [jobs@chinquapin.org](mailto:jobs@chinquapin.org). Candidates who contribute to the cultural and ethnic diversity of the community are encouraged to apply.