

# Great Plains Lutheran High School

## Lunch Cook Job Posting

### MISSION

Great Plains Lutheran High School provides a Christ-centered education to assist families in nurturing students as lifelong disciples of Christ.

### POSITION TITLE

Lunch Cook

### POSITION OVERVIEW

The GPLHS Lunch Cook will work under the direction of the Principal in planning, coordinating, and carrying out the school lunch food service program of the school. While carrying out this program, the Lunch Cook will develop and maintain relationships with coworkers, vendors, and constituents, encouraging excellence and professionalism in all aspects of our ministry.

### ADMINISTRATIVE OVERSIGHT

The Lunch Cook will report directly to and work jointly with the Principal in the discharge of his duties.  
The Lunch Cook will work jointly with the President in the discharge of his duties.

### QUALIFICATIONS

The Lunch Cook of Great Plains Lutheran High School shall exhibit the following qualifications:

1. Respect the teachings of Scripture and the WELS and as such be a positive role model.
2. Have a passion for Christian education and uphold the mission of GPLHS.
3. Be able to communicate effectively and professionally.
4. Have general computer knowledge and be able to work with the programs needed to carry out the responsibilities of the position.
5. Have high standards of hygiene.
6. Be able to work independently with minimal supervision.
7. Be organized and attentive to detail; able to adapt.
8. Be able to manage multiple tasks, kitchen staff, and volunteers.
9. Experience in food service is preferred; be willing to receive appropriate training.
10. Be able to meet the physical demands of the position, including standing, stooping, lifting, and carrying.
11. Ability to exercise sound judgment, including handling of confidential matters.

## **RESPONSIBILITIES**

1. Plan menus following appropriate nutrition and health guidelines.
2. Develop and maintain relationships with food and equipment suppliers.
3. Order food and supplies, monitoring and managing inventory within the approved budget.
4. Supervise the work of the kitchen staff and volunteers, including training, work rotations, and allocation of duties.
5. Prepare meals applying the principles of quantity food production and food safety.
6. Serve food maintaining high standards of food quality and appearance.
7. Maintain clean and sanitary workstations and dining area; follow standard procedures for cleaning and maintaining equipment, utensils, work and storage areas.
8. Operate all equipment according to manufacturer's directions with emphasis given to safety and maintenance guidelines; notify the business office of any malfunction, damage, or loss of equipment.
9. Maintain food production records; use records to forecast future needs and minimize food waste.
10. Facilitate the planning, preparation, and serving of food for special events.
11. Coordinate schedules and use of food service facilities with the facility manager (Principal).
12. Conduct a thorough/deep cleaning of work and storage areas, equipment and utensils at the end of the school year.
13. Notify the business office of any needed maintenance and upkeep, and request/recommend beneficial equipment replacement, upgrades, or additions.
14. Attend job related training classes and workshops as needed; apply knowledge and/or skills obtained in performing tasks; attend meetings as requested.
15. Encourage excellence and professionalism in all aspects of our ministry.

## **COMPENSATION**

The Lunch Cook will be compensated at a starting salary based on the current per hour rate for the position, adjusted for years of related experience and/or related qualifications. The work schedule coincides with the student attendance calendar, typically 30 hours per week.

## **DISCLAIMER**

The above statements are intended to describe the general nature and level of expectations for this position, and are not to be construed as an exhaustive list of all responsibilities, duties, and skills that may be required by the person working in this position. The individual serving in this position may be required to perform duties outside of their normal responsibilities from time to time, as needed and mutually agreed upon, in order to meet the ongoing needs of Great Plains Lutheran High School. Hiring an individual for this position is contingent upon the candidate's satisfactory completion of a background check.

## **APPLICATION PROCESS**

Questions and requests for more information can be directed to:

President David Maertz

605-886-0672

[dmaertz@gplhs.org](mailto:dmaertz@gplhs.org)

Applications are available from:

Great Plains Lutheran High School

1200 Luther Ln NE

Watertown SD 57201

[dmaertz@gplhs.org](mailto:dmaertz@gplhs.org)

[www.gplhs.org](http://www.gplhs.org)

Applications and resumes may be submitted to:

President David Maertz

Great Plains Lutheran High School

1200 Luther Ln NE

Watertown SD 57201

[dmaertz@gplhs.org](mailto:dmaertz@gplhs.org)

**GREAT PLAINS LUTHERAN HIGH SCHOOL**  
**1200 LUTHER LANE NE - WATERTOWN, SD 57201**

**Web: [www.gplhs.org](http://www.gplhs.org) Email: [gplhs@gplhs.org](mailto:gplhs@gplhs.org) Phone: 605-886-0672 Fax 605-882-9089**

Application for Employment as Lunch Cook

Name \_\_\_\_\_ Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

Have you ever been convicted of a crime other than a misdemeanor which has not been annulled, expunged, or sealed by a court? \_\_\_\_\_ (A background check is state-mandated for this position)

When would you be available to begin work? \_\_\_\_\_

Home Church \_\_\_\_\_

Highlight activities in which you have been involved in the ministry of your congregation

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Please note details of your experience (use the space below or provide a separate document)

- Nutrition and Dietary Health
  
  
  
  
  
  
  
  
  
  
- Food Service Planning and Management
  
  
  
  
  
  
  
  
  
  
- Meal Preparation and Service
  
  
  
  
  
  
  
  
  
  
- Other experiences that relate to serving in this position

The information provided in this application is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation to continue employment in the future. By signing, I am asserting my commitment to the ministry of GPLHS.

SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_