



*Retell the Gospel.
Reimagine the Church and City.
Repair what is Broken.*

All positions at Second Presbyterian Church are created to minister to these needs in our city, our country and our world or to support other staff and our congregation to that end.

JOB TITLE: Cook

DEPARTMENT: Kitchen

REPORTS TO: Director of Kitchen Operations

EFFECTIVE DATE: May, 2026

POSITION DESCRIPTION

The Cook is responsible for preparation of food for all events, including PDS and 2PC lunch offerings. In addition, this position will assist with other duties when needed and be open to other duties as assigned by the Director of Kitchen Operations.

ROLES AND RESPONSIBILITIES

- Be able to follow recipes accurately
- Assist Kitchen Director in preparing all menus and food items
- Have working knowledge of all kitchen equipment
- Understanding of food ingredients, food preparation and cooking techniques
- Know Food Safety regulations and keep areas clean and sanitized after each shift
- Report breakage, damaged or faulty equipment to the Director
- Assist with other duties as needed and requested by the Director

ORGANIZATIONAL RELATIONSHIPS

- Reports directly to Director of Kitchen Operations
- Works with all ministry staff and church members for events that use the 2PC Kitchen

QUALIFICATIONS

- Ability to lift up to 40 pounds
- Ability to work in a fast-paced environment and finish tasks in timely manner
- Ability to work independently and use best judgement when necessary
- Ability to stand for extended periods

- Excellent organizational, time management and multitasking abilities
- Ability to work irregular work hours including days, evenings, holidays, and weekends
- Outstanding interpersonal skills especially when interacting with all kitchen staff, other co-workers and church congregation

EXPERIENCE

- At least 2 years of kitchen experience in a fast-paced environment

EDUCATION

- High School diploma or GED

HOW TO APPLY

Interested candidates may submit a resume via email to Human Resources at luanne.hearn@2pc.org

OR

Interested applicants may stop by the church located at 4055 Poplar Avenue during office hours (Monday–Friday, 8am–5pm) to complete an application