



*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: Prep Cook

DEPARTMENT: Kitchen

REPORTS TO: Director of Kitchen Operations

EFFECTIVE DATE: May, 2026

POSITION DESCRIPTION

The Prep Cook is responsible for various food preparations, cooking and cleaning tasks for daily events. 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

- Complete list of food items needed to be prepped daily
- Assist cooks in meals needed daily
- Help track food items for ordering
- Assist with unloading, organizing and storing deliveries
- Keep food organized
- Help assure prep area is cleaned and sanitized after shift according to prescribed food safety regulations
- Familiarity with all kitchen tools and appliances
- 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 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 and communication skills especially when interacting with all kitchen staff, other co-workers and church congregation

EXPERIENCE

- Two to three (2-3) years of prep food experience and/or basic cooking skills

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