



Position Description for:  
**Kitchen Lead**

North Heights Vision: **Find Faith. Discover Purpose. Live Eternal Significance.**

Led by the Holy Spirit, North Heights equips all people to find faith in Jesus, discover their God-given purpose and lead lives of eternal significance.

We are looking for staff to join us in this vision.

**Title:** Kitchen Lead

**Reports to:** NHCA Principal

**Employment Status:** Full-Time Monday-Friday, 7:30 AM-2:30 PM and some summer hours as needed. We will consider time-share or part-time.

**4 Imperatives:**

- Belief that Jesus is the one and only Son of God and the only name that can save a human being. Be filled with the Holy Spirit and demonstrate the use of spiritual gifts.
- Committed faith in Jesus.
- Ability to work as a team and lead employees.
- Ability to cook and provide lunches to students prek – 8 and snacks to preschool (am & pm).

**Summary of Position:** A successful candidate will manage procedures. Must have the ability to learn how to manage the kitchen and job share responsibilities with current staff.

**Minimum Qualifications:** HS Diploma; Food Handler's License; Food Manager designation, Serve/Safe Certificate work experience.

**Duties/Areas of Responsibility:**

- Working when NHCA is closed and Preschool is open.
- Be able to lift 40 pounds.
- Be able to work in a fast-paced environment.
- Supervise Employees ensuring food safety and sanitary guidelines.
- Contacting Subs as needed.
- Plan Menus.
- Cooking meals and training other staff to cook meals.
- Inventory and ordering (other staff are doing this too).
- Shop outside normal hours as needed.
- Month end paper work and invoices.

**Knowledge, Skills & Abilities Required:**

- A good grasp of the Bible and a belief that the Bible is the inspired Word of God
- Ability to work with a team and supervise them in providing lunches for prek - 8.