

## SEASONAL HEAD COOK

### GENERAL RESPONSIBILITIES AND TASKS

1. Serves as resident Cathedral Pines Head Cook. Works closely with and the supervision of the Camp Manager.
2. Has knowledge of basic food preparation. Needs to have a certified food handler license.
3. Responsible through own services and through kitchen staff or others for operation and maintenance of food service facilities, preparation of meals, kitchen, dish room, and dining clean-up. This would include doing dishes for small groups and recruiting assistance for large groups.
4. Works in advisory capacity, with rental group leaders and Camp Manager, to establish menus.
5. Prepares and serves appetizing, nutritious, and attractively arranged meals appropriate for the age group and function of rental organizations, volunteers, and staff.
6. Coordinates meal service procedures and schedules with Camp Manager and rental group leaders.
7. Responsible for ordering foods in a cost effective manner, to work within the camp's food supply budget. Inventories food deliveries. Provides for organized and timely submission of billings, receipts, invoices to Camp Manager.
8. Clears all non-food purchases (supplies, equipment, etc.) with the Camp Manager before placing orders.
9. Maintains files of menus, meals served, food, and supplies ordered.
10. Ensures that foods are stored properly, to prevent inventory loss and to be within South Central District Health Department regulatory compliance.
11. Becomes knowledgeable of pertinent County and State Health Department Regulations. Operates the kitchen within regulatory compliance.
12. Maintains a positive working relationship with the Health Department.
13. Maintains the cleanliness of food service equipment and facilities.
14. Maintains an exemplary degree of personal hygiene. Monitors the appearance and hygiene of employed food service staff.
15. Trains and supervises employed staff and volunteers working in food service. Recruits staff in conjunction with Camp Manager.
16. Provides leadership necessary for the food service staff to perform in an organized, professional manner. Does scheduling for foods service staff.
17. Does evaluations and follow-up on summer kitchen staff.
18. Cleaning solvents and chemicals must be used in a safe and proper manner. Material Safety Data sheets must be maintained in a binder and be readily accessible to all employees.
19. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

## PHYSICAL DEMANDS

1. Standing or walking on hard floors is necessary during the work day.
2. Lifting and /or carrying:
  - A. Boxes, cans, pots, or trays of up to 15 pounds: May need to be lifted and/or carried distances up to 5 feet and sometimes up to 25 feet.
  - B. Boxes or trays of up to 50 pounds: May need to be lifted and/or carried distances up to 10 feet, in rare instances up to 20 feet. If over 30 pounds, please seek assistance.
3. Pushing and/or pulling:
  - A. Boxes, cans, or dishes of up to 15 pounds: May need to be pushed or pulled for distances of up to 3 feet.
  - B. Boxes, cans, or trays of up to 50 pounds: May need to be pushed or pulled for up to 10 feet, farther in rare instances.
4. Bending, twisting, and /or reaching is necessary during food preparation, inventory, serving, cleaning, stocking shelves, and doing other tasks.
5. Handling and/or operation of sharp kitchen tools, electric slicers, openers, blenders, and other equipment –ovens, steamers, and grills—must be done in a safe and proper manner.
6. Handling of hot pans, ovens, gas flames, and other heated elements must be used in a safe and proper manner.
7. Working in varied temperature conditions, ranging from occasional trips to the walk-in freezers to the conditions in a warm, humid kitchen.

## DISTINGUISHING CHARACTERISTICS

1. Shall have made a personal commitment to Jesus Christ and seek to grow in Christian maturity.
2. Must be able to respond to and work under stressful conditions
3. Have some public relations skills
4. 3-5 years experience in Food Service Management
5. 3-5 years experience in large group preparation (50-150)