

Warm Beach Christian Camps and Conference Center Ministry Description

Ministry Title: Head Cook
Department: Food Service
Reports To: Food Services Manager
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SUMMARY

This position will direct the kitchen operations and culinary experience for optimal guest satisfaction, employee training and morale, safety, and efficiency. Will establish the quality controls, training, and overall organization of the kitchen and dining room work with the outcome of superior guest service and satisfaction. The person in this position shall, at all times, demonstrate cooperative behavior towards colleagues, guests and supervisors. Regular attendance is essential for this position. Adherence to a published, departmental schedule is expected and required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following. Other duties may be assigned.

1. Menu
 - a. Advise on menu formation: menus that meet or exceed the expectations of the guests and campers
 - b. Maintain a balanced menu as published with appropriate variety and special dietary consideration.
 - c. Communicate menu changes to appropriate personnel in a timely fashion.
2. Inventory
 - a. Advise on necessary inventory
 - b. Oversee the stocking of food/non-food items
3. Food Preparation
 - a. Review prep sheets that adequately contain the menu items required.
 - b. Organize and delegate tasks required to provide menu items to guests, aka kitchen prep.
 - c. Implement menu with approved recipes that provide high quality of food safety, taste, appearance, and overall completeness.
 - d. Deliver food at the appropriate time to various dining locations.
 - e. Meet or exceed required food sanitation at all times.
 - f. Recommend improvements to menu/recipes.
4. Guest Service
 - a. Maintain a high degree of guest service in all dining locations, including out-camps.
 - b. Supervise efficient and effective dining room presentation so that the space is clean, organized, at a comfortable temperature, and guests are welcomed hospitably.
 - c. Courteously and professionally answer guest questions and meet needs during the meal period.

5. Clean-up
 - a. Efficiently organize and carry out clean-up in ways that optimize labor resources, safely preserve left-over food, and meet or exceed sanitation standards.
 - b. Specifics such as: pots & pans, dishes, utensils cleaned/sanitized, serving line and prep area clean/sanitized, tables/chairs and high chairs cleaned and sanitized, floor swept and mopped, windows, window sills and other surfaces cleaned.
6. Staffing and Supervision
 - a. Orient and train staff as assigned.
 - b. Communicate clear expectations.
 - c. Coach, encourage high performance.
 - d. Maintain accountability and discipline.
 - e. Maintain a healthy, Christ-honoring work environment.
 - f. Advise on staff scheduling.
 - g. Communicate effectively regarding guest needs/expectations or anything else that might affect another meal shift team.
7. Structure and Organization.
 - a. Organize the work flow for reasonably uniform production and optimal efficiency so that work is generally conducted the same way between meal periods and among various shift supervisors.
 - b. Organize tools, equipment and supplies in the kitchen.
8. Other
 - a. Provide regular feedback to the Food Services Manager so that the whole system of Food Services functions optimally.
 - b. Maintain teamwork with crew and leadership.
 - c. Seek ways to continuously improve process and guest experience.
 - d. Assist with the planning for The Lights of Christmas.
 - e. Manage kitchen operations and staff training for best results during The Lights of Christmas.
 - f. Maintain a punctual schedule as assigned, while still working to get the job done.

SUPERVISORY RESPONSIBILITIES

Manages several subordinate supervisor and supervises a total of 10-18 employees in the Kitchen. Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include input in hiring decisions, training employees; planning, assigning, and directing work; appraising performance; disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In addition to the specific qualifications listed below, the person in the position must possess the following:

1. Love for Jesus Christ and a desire to make Him known.
2. Exhibits a servant leadership attitude.
3. Proven ability to build healthy teamwork and work effectively with a wide range of ages, temperaments, ranges of experience.
4. Flexible and adaptable in working required shifts, including dinners and weekends.
5. Proven experience of managing a kitchen operation and supervising crew.
6. Enjoys providing high quality meals, both buffet and banquet style.
7. Minimum of two to four years institutional cooking.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Food Handler's Card.
Drivers License.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to talk or hear. The employee is occasionally required to sit; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, and peripheral vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, extreme cold, and extreme heat. The noise level in the work environment is usually moderate.

MINISTRY STATEMENT

Warm Beach Camps and Conference Center provides Christ-centered environments, experiences and resources to draw people to God through camping ministries, conferences and events. As a staff, one of our commitments is to carry out our responsibilities in a way that will "keep the path clear to the cross."

CLASSIFICATION This is a year-round position, and may be full-time or part-time, depending on the needs of the Camp.