

Wanakee United Methodist Center

Job Description

Job Title: **Head Cook**

Reports to: **Executive Director**

Position Purpose:

The Head Cook directs the overall food-service operation of the camp including purchasing, preparation, nutrition, service, sanitation, security, personnel management, customer service, and record keeping. In keeping with Wanakee's Christian mission, they work to cultivate a staff culture of service and generosity.

Essential Job Functions:

1. Manage the daily operations of the camp food and dining service including coordinating activities between the kitchen and dining room.
 - ♦ Oversee the planning and preparation of nutritionally balanced camp meals, snacks, and cook-out/pack-out food for 50-100 campers and staff each week.
 - ♦ Ensure the service of camp meals by directing the work of other employees.
 - ♦ Ensure safe and efficient preparation and serving of camp meals.
 - ♦ Coordinate menu planning for user groups as directed.
2. Oversee the inventory and ordering of food, equipment, and supplies and arrange for the routine maintenance, sanitation, and upkeep of the camp kitchen, its equipment, and facilities.
 - ♦ Maintain inventory of food and household supplies.
 - ♦ Order food and kitchen supplies consistent with menus and enrollment counts.
 - ♦ Maintain high standards of cleanliness, sanitation, and safety.
 - ♦ Clean and maintain all food-service areas, including kitchen, dining hall, storage, kitchen recycling.
 - ♦ Inspect equipment and ensure equipment is repaired as necessary.
 - ♦ Promote practices that seek to reduce waste, reuse items, and recycle as much as possible.
3. Manage all administrative and human-resource functions with regard to kitchen and dining room employees.
 - ♦ Monitor employee performance and training.
 - ♦ Plan, coordinate, schedule, and supervise the work of other food service staff.
4. Create and foster an atmosphere of extravagant welcome for campers, volunteers, and guests at all meals.

Relationships:

- ♦ Work collaboratively with Program Staff to coordinate pack-outs, special events, and dining hall programs.
- ♦ Communicate effectively with the Executive Director and Maintenance Supervisor regarding appliance and facility issues.

Qualifications:

- ♦ Experience in institutional or large food service setting.
- ♦ Knowledge of and experience in food service: ordering, inventory, budgeting, food preparation, family-style serving, buffet serving, cleaning, and institutional kitchen equipment.
- ♦ Must hold current certification or licensure for operating a kitchen in New Hampshire.
- ♦ Ability to work within a budget and purchase supplies efficiently.
- ♦ Experience in supervision.

Knowledge, Skills, and Abilities:

- ♦ Knowledge of current health and safety laws and practices is essential.
- ♦ Knowledge of and experience in preparation of special dietary foods.

Physical Aspects of the Job:

- ♦ Ability to effectively communicate orally and in writing.
- ♦ Physical ability to lift and carry 50 pounds.
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards of the site and facilities and camper and staff behavior.
- ♦ Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more).
- ♦ Ability to safely and properly use kitchen equipment.
- ♦ Ability to provide first aid and to assist campers and staff in an emergency.

Salary commensurate with experience. On-site housing available and preferred for duration of summer program. Schedule negotiable.

To apply, visit <http://wanakee.org/employment> and download an application. Return by email to: james[at]wanakee[dot]org or by mail to address below.

Most Summer Positions are filled between January and March. Send your application at your earliest convenience so you don't miss an opportunity to work at Wanakee.

**Wanakee United Methodist Center
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