

# **One Heartland Job Description 2022 Head Cook**

## **Job Summary**

The Head Cook directs the overall summer food service operation of the camp for up to 150 participants and staff at any one time. This includes adequate stock rotation and food purchasing, food preparation, following a pre-determined menu to ensure balanced nutrition, following due diligence to any dietary restrictions and food allergies, scheduling kitchen staff, and maintaining a safe and sanitary kitchen environment. They supervise and direct any staff working in the kitchen. While often working behind the scenes, this person is also encouraged to interact with campers and staff during mealtimes. Interested applicants should have previous experience in food service management, and current Minnesota Certified Food Protection Manager and/or ServSafe Food Manager certification (by the start of employment). Experience in large scale food service management (hotels, camps, schools) is a plus.

This is a full-time summer seasonal position, with the option for casual/on-call employment in the off season (if desired). Anticipated pay rate is \$20/hour, or comparable weekly rate with room and board provided for candidates interested in living in on-site housing for the summer.

## **Principal Responsibilities & Essential Functions**

- Responsible for the overall summer food service operations of the camp for up to 150 participants, staff, and/or guests at any one time, including:
  - Inventory management and purchasing of all food and supplies, ensuring all needed items are always on hand while minimizing waste
  - Overseeing and participating in food preparation, ensuring all food is prepared and stored in accordance with all food safety guidelines and One Heartland standards
  - Following a pre-determined menu to ensure balanced nutrition
  - Working with health center staff to make sure the needs of participants/staff with special dietary restrictions or food allergies are met
  - Scheduling kitchen staff
  - Keeping a safe and sanitary kitchen environment
  - Ensuring all meals are served on time as scheduled, and managed so that prepared food is not held longer than necessary
  - Ensuring all MN food/health codes are followed in the kitchen and dining area
- Train, supervise and direct all kitchen staff, ensuring they are meeting expectations of their position, and have the knowledge and tools they need for the overall food service operation to be successful, including providing feedback and disciplinary action as appropriate.
- Communicate any relevant information regarding the operation of the kitchen and dining hall to the Facility Director in a professional and timely manner, including but not limited to meals, staff, equipment, inventory, and accidents/injuries (including paperwork and documentation)
- Arrive on time and prepared for scheduled shifts & in appropriate attire (head wear, closed toe shoes & apron)
- Work as part of a team, supporting other team members and projects as needed
- Ensure the following of all One Heartland staff and facility policies and procedures as well as all health and industry regulations such as state of Minnesota and ACA (American Camp Association) standards
- Work together with other staff to ensure kitchen and dining hall areas are safe for use
- Act in a professional and friendly manner to ensure positive relations with participants, families, community, volunteers, visitors, and staff

## **Qualifications**

- Current Minnesota Certified Food Protection Manager or ServSafe Food Manager, or ability to attain prior to employment
- Prior knowledge and experience in food service management, including: ordering, inventory, food preparation, food safety and adherence to state food code, family-style and/or buffet serving, cleaning, and use of commercial kitchen equipment
- Knowledge of and experience in preparation of special dietary foods, such as for vegans or those with food allergies
- Ability to direct a team and communicate effectively, including providing positive and constructive feedback and delegating tasks
- Ability to maintain confidentiality regarding organizational, staff, and camper information
- Highly organized, with strong attention to detail and cleanliness
- Connection to or knowledgeable about one or more of the communities we work with (LGBTQ+, HIV/AIDS) and most importantly a commitment to respectfully work with, and honor the identities and experiences of, our participants from these communities

## **Preferred Qualifications**

- Prior experience in large scale food service management (hotels, camps, schools)
- Prior experience as a supervisor/manager

## **Physical Requirements**

- Ability to sit, stoop, kneel and crouch
- Must be able to push, pull, lift, and carry heavy objects (up to about 50 pounds), such as full pans of food, trash bags, mop buckets, or cases of ingredients
- Ability to work while standing and tolerate extreme heat, extreme cold, and occasional outdoor weather conditions (such as retrieving food items from the coolers outside of the building)
- Able to observe cleanliness of dishes, food-contact surfaces, and kitchen areas and assess the condition of food
- Able to be present in kitchen/serving area throughout entire meal service ensuring needs are met
- Able to tolerate exposure to crowds and high noise levels
- Must be able to work with chemical cleaners and sanitizers
- For those living on-site: able to move about camp indoors and out and ability and willingness to live in camp setting with daily exposure to the sun, heat, and animals such as bugs, snakes, and spiders

Frequently cited statistics show that women and members of structurally marginalized and/or underrepresented groups apply to jobs only if they meet 100% of the qualifications. One Heartland encourages you to break that statistic and apply. No one ever meets 100% of the qualifications. We look forward to your application.