

One Heartland Job Description Head Cook

Job Summary

The Head Cook oversees the summer food service operation of camp for up to 150 participants and staff at any one time. They ensure quality food through the supervision of kitchen staff and overall dining operations. 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 provide on-going informal and periodic formal feedback to kitchen staff. This is a full-time, summer seasonal position with opportunities for casual/on-call employment in the off season (if desired). Anticipated pay rate is \$23/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

- Attend and facilitate training sessions as required & appropriate during staff orientation
- Responsible for the summer food service operations of 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 and following a set budget
 - 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, that equitable and appropriate quantities are served for all, and any meal-related accommodations are met
 - Working with health center staff to make sure the needs of participants/staff with special dietary restrictions or food allergies are met
 - Responsible for directly supervising kitchen staff, including (but not limited to:) daily check ins, informal positive and constructive feedback, coordinating the daily kitchen schedule, and support during difficult or emergency situations
 - Formal feedback will include a formal check-in during orientation, one at the mid-point of the summer and one at the end of the summer. The person in this position is responsible for filling out feedback forms for each staff member they supervise and providing information to the Program Director and Summer Camp Coordinator about job performance and recommendation for rehire
 - Maintaining 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
- Communicate any relevant information regarding the operation of the kitchen and dining hall to the appropriate personnel 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 that supports both food and personal safety
- Work as part of the overall staff team, including attending and participating in staff meetings, communicating with supervisor and peers about the wellness and development of staff and participants as appropriate, and supporting other team members and projects as needed, such as helping prepare camp for the next group of participants
- 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, including delegating tasks
- Strong interpersonal communication/relational skills and the ability to lead a team, including providing constructive feedback in a timely and professional manner
- Highly organized, with strong attention to detail and cleanliness
- Ability to maintain confidentiality regarding organizational, staff, and participant information
- Commitment to stewardship and conservation by using resources effectively and efficiently
- Connection to or knowledgeable about one or more of the communities we work with (LGBTQ+, HIV/AIDS, currently or formerly unhoused) along with a commitment to respectfully work with, and honor the identities and experiences of, our participants from these communities
- Demonstrated commitment to diversity, equity, inclusion, and anti-racism

Preferred Qualifications

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

Physical Requirements

- Must be able to thrive in an environment with regular exposure to crowds and high noise levels
- 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 when 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 to ensure needs are met
- 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

Working as a member of the One Heartland team is a unique, exciting, and demanding opportunity. Fostering our community requires hard work, long hours, and significant commitment. Staff must maintain high levels of energy, patience, professionalism, and compassion. This intense work requires stamina and dedication. The result is an incredibly rewarding job transforming the lives of young people, families, and often one another, too.

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.