

Head Cook

Responsible to: Program Director (PD)

The Head Cook will meet weekly with the PD for mentoring, accountability and encouragement. The PD will check in daily with the Head Cook for troubleshooting, assistance and accountability.

Job Description

The Head Cook will be prepared for all camps, programs and rental groups requiring food services. He or she will be responsible for food planning, preparation and delivery; will supervise and support kitchen staff and volunteers; will ensure that the kitchen facility and food preparation meets or exceeds health standards; and will ensure the kitchen and all equipment is clean and in safe working order daily. Experience cooking for large groups and a heart for ministry is necessary.

Primary Duties and Responsibilities

Food Planning, Preparation and Delivery

- Meets regularly with the Program Director to determine food requirements
- Create healthy menus
- Order food based on food budget
- Prepare food for each meal
- Serve meals as per camp schedules
- Purchase needed kitchen equipment as per budget parameters

Supervise kitchen staff and volunteers

- Work with PD to staff kitchen with paid and volunteer workers
- Assign kitchen staff and volunteer tasks and responsibilities and 'on-the-job' training as required
- Ensure kitchen staff and volunteers are meeting or exceeding job requirements

Meet or exceed Health Standards

- Ensure all members of the kitchen staff and volunteers follow safe food handling procedures
- Ensure the kitchen, kitchen equipment and food preparation meets or exceeds Public Health and Health Inspection requirements.

Qualifications

- Cooking experience and/or training
- Experience as a head cook preferred
- Experience with budgets and ability to provide food services within budget parameters
- Certificate of Food Handling Course

Working Conditions

- The head cook will work long days preparing up to three meals per day plus a snack(s)

Training

The Head Cook will receive 1 day of staff training which will include facility orientation, staff introductions, Covenant Bay's policy and procedure review, review of compensation and workplace health and safety requirements.