

## **HEAD COOK LUTHER VILLAGE**

**GENERAL SCOPE AND PURPOSE:** The Head Cook is responsible for the operation of all food services and trains, supervises and leads staff to provide these services.

**LINE OF AUTHORITY:** The Head Cook is responsible to the Executive Director.

### **RESPONSIBILITIES AND DUTIES:**

- Plans menus and arranges for the purchase of necessary supplies and food in consult with the Executive Director.
- Prepares recipes, cooks, portions, carves, bakes etc. the meats, vegetables, salads, desserts etc.
- Supervises kitchen staff in their duties of cleaning, cooking and serving while maintaining high standards of presentation, nutrition and sanitation.
- Coordinates and participates with the assistant cook in food preparation.
- Schedules staff hours and assignments of duties for adequate coverage and arranges for special events, snacks etc.
- Considers variety, taste and appearance in menus as well as quality/cost factors.
- Supervises care and use of equipment and utensils related to food services. Notifies the Executive Director if repairs or replacements are necessary.
- Maintains an inventory of all equipment.
- Always aware of health and safety standards and maintains a safe work place.
- Ensures that assignments such as laundry, garbage, cleaning are completed (as per Kitchen Manual).
- Operates from and follows the Luther Village Kitchen Manual. Suggest any changes that may improve the manual by the end of the season.

### **QUALIFICATIONS:**

- Good knowledge and experience in food planning, nutrition and preparation for large groups.
- Hold a Food Handlers Certificate
- Ability to supervise others effectively and to communicate with staff and campers efficiently.
- In good health and physically capable of handling required duties.
- Ability to deal with campers honestly, cheerfully and politely.

**Revised 2004**