

Title:	<u>Lead Cook</u>
FLSA Status:	<u>Exempt</u>
Department:	<u>Horn Creek</u>
Reports To Job Title:	<u>Food Service Manager</u>

PURPOSE

Lead Cooks support the ministries of Sky Ranch Horn Creek by preparing and serving meals to all guests and groups. This person and the team they work with and lead are responsible for the daily execution of all areas of food service.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Primary duties and responsibilities include, but are not limited to the following;

- This person is responsible to serve camp by preparing and serving meals to all guests and leading a team to ensure this is done. This role includes but is not limited to:
 - Assisting the Food Service Manager with all meal prep.
 - Leading a team of cooks to ensure that all meals are done well.
 - Ensure that guests are served a reasonable variety of meal options with plenty of food available for all guests.
 - Ensuring that all food is properly cooked and prepared according to all health standards.
 - Plating and serving meals in a visually appealing manner.
 - Maintaining a clean and orderly work environment within the kitchen and dining areas.
 - Following all kitchen and food safety standards. A Food Handler's license is required.
 - Ensure food storage is done according to health codes and all storage equipment is working properly.
 - Assist the Food Service Manager in appropriately dealing with any food allergies or sensitivities, so that all guests are treated and served well.
 - Arrive on time to meetings, meals, activities, and events and lead these well. Ensure that all cooks are also on time
 - Manage cooks to ensure that they have the appropriate amount of time off and that any disputes are settled in a biblical manner.
 - Communicate with Food Service Manager any issues or problems that arise in the kitchen or with staff.
 - Communicate to other managers and departments any needs of the kitchen and any exceptions to the day to day operations
 - Build the cook staff into a cohesive team. Advocate for their needs to the rest of camp. Assist in Leading and training staff in what they need to demonstrate to their guests Christ's love, equipping them with all necessary tools
 - Take directions from managers and any full time staff of Sky Ranch in a prompt and respectful manner
 - Serve all guests in such a manner that reflects our desire to serve them and honor Christ
- Assist with other summer camp duties as needed. This includes but is not limited to:
- Assisting with housekeeping including: cabin and meeting room turnover, cleaning restrooms, dining halls, or other public spaces, laundry, or camp-wide cleaning.

- Assisting with program night events.
- Assisting with serving and cleaning dishes as scheduled.
- Assisting with other camp programs as needed.
- Ensuring a positive attitude for your team in these additional areas.
- Maintain compliance with Sky Ranch's employee policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
- Perform other duties as required.

OTHER DUTIES AND RESPONSIBILITIES

- Maintain compliance with Sky Ranch's employee policies and procedures.
- Maintain compliance with all state and federal laws and regulatory requirements.
- Perform other duties as required.

QUALIFICATIONS:

CERTIFICATES, LICENSES, REGISTRATIONS

- Ministry Safe / Child Advocacy

KNOWLEDGE OF

- Excellent communication skills (verbally interacts with campers, parents and staff and writes evaluations and letters to campers).
- Knowledge of workplace safety procedures.

SKILLS AND ABILITIES IN

- Ability to relate positively, influentially, and sensitively to a broad spectrum of persons in a variety of multi-tiered relationships and settings to include but not limited to guests (youth and parents), peers, and staff.
- Ability to communicate the vision of Sky Ranch to both internal and external customers.
- Ability to speak, read, and write proficiently in English. Ability to speak clearly and make self understood in face to face interactions. Excellent listening skills.
- Ability to deal with complex situations or issues and make effective, timely and appropriate decisions.
- Ability to exercise independent thinking and initiative
- Ability to maintain confidentiality.
- Ability to effectively facilitate meetings and/or discussions as required.
- Excellent interpersonal skills and relationship building skills.
- Excellent organizational skills; ability to multi-task and manage a variety of tasks.
- Professionalism in the workplace to include professional and accurate communication with others.
- Ability to abide by rules and regulations.
- Ability to meet deadlines.
- Fun, compassionate, responsible, good hygiene, physically capable to participate in most camp activities.
- Ability to adjust to quickly changing environment and situations, demonstrating flexibility and selflessness.

- Knowledge of workplace safety procedures.
- Good cooking skills and understanding of working in a commercial kitchen are preferred but not required.

PHYSICAL DEMANDS

- 100% -- Stands and walks long distances across camp during entire shift.
- 90% -- Verbally communicates with campers, staff and parents.
- 75% -- Reaches, bends and stoops frequently.
- 75%-- Capable of participating in all camp activities.
- 20% -- Carries 50 lbs.
- 20% --Climb ladders for activities and to reach top floor lodging.
- Hazards may include, but are not limited to, slipping, tripping, environmental, and risks associated with working around and with equine activities.
- Frequent washing of hands.

OTHER

Commitment to Christian principles and teachings both professionally and personally. Must be able to fully support Sky Ranch's Doctrinal Statement. An active membership in a church whose spiritual beliefs are aligned with Sky Ranch's Doctrinal Statement.

Commitment to Sky Ranch's Vision, Mission, Values (A.R.E.) and Principles (WOW, Stewardship, and Excellence) demonstrated in daily behavior.

Must demonstrate annually a clear background check and review of child safety practices as required for camp accreditation by the American Camping Association.

Possess personal spiritual discipline that models a proactive approach toward personal, spiritual, and relational health.