

JOB DESCRIPTION: KITCHEN MANAGER/ HEAD CHEF



QUALIFICATIONS:

1. Experience in quantity cooking and kitchens of similar size or larger.
2. Food handler's permit and sanitation certification.
3. Free of communicable disease.
4. Supervisory experience.
5. Management experience.
6. Able to function in a tobacco free environment.
7. North Star Camp requires that all staff members are vaccinated for MMR, Td/Tdap, Varicella, Meningococcal, and Hepatitis B.

RESPONSIBLE TO:

Andy and Vickie Shlensky, the Camp Directors.

GENERAL DUTIES:

To be responsible for the entire kitchen operation ensuring good sanitation procedures and safe food for our camp community. To take the lead in food preparation and take a hands on approach to management. Will share in cooking responsibility. To ensure that quality food is being served while maintaining a budget.

SPECIFIC DUTIES:

- ▶ To ensure sanitation in the kitchen and the quality of the food being served.
- ▶ To prepare and post daily production sheets for the smooth operation of the kitchen and record keeping.
- ▶ To meet with purveyors and order all supplies for the kitchen.
- ▶ To keep inventories and keep track of stock items.
- ▶ To rotate food as necessary and change menus to avoid food spoilage.
- ▶ To keep all equipment in the kitchen maintained and in good repair.
- ▶ To supervise the daily cleaning of the kitchen and weekly deep cleaning.
- ▶ To make daily work lists for kitchen workers.
- ▶ To make sure that temperature charts are kept on refrigerators, freezers, and dishwashers.
- ▶ To train all kitchen staff in sanitary procedures and food prep. And re-teach as necessary.
- ▶ To evaluate the kitchen staff.
- ▶ To hold regular staff meetings.
- ▶ To check in orders and properly store food.
- ▶ To ensure that meals are prepared and served on time.
- ▶ To meet with Sue on a daily basis to discuss the menu.
- ▶ To open and close the kitchen at the beginning of the session and end of session.
- ▶ To recycle all recyclables.
- ▶ To assist with serving and consolidating the food after meals.
- ▶ To set the tone in the kitchen for work ethic and the highest level of sanitation.