

FOOD SERVICES MANAGER/HEAD COOK

JOB TITLE: Food Services Manager/Head Cook **RESPONSIBLE TO:** Executive Director

DEPARTMENT: Kitchen

CLASSIFICATION: Administrative

COMPENSATION/BENEFITS: Negotiable compensation with benefits (health, retirement)

POSITION BRIEF: To provide leadership, planning, and coordination for one or more aspects of the food service program with an emphasis on coordinating activities and schedules for the kitchen staff, ensuring that campers and staff are served properly and in a timely manner, recruiting, hiring and training kitchen staff, working with suppliers to arrange for delivery of food, beverages and other supplies, and planning optimal, cost-effective menus for Bay Cliff and hosted programs.

QUALIFICATIONS:

- **Education:** High school diploma or equivalency required. Community college, technical or vocational school, culinary school, or 4-year college preferred.
- **Experience:** Long-term work experience in the food service industry as a cook, waiter or waitress, or counter attendant required. Previous Bay Cliff experience preferred.

ROLE AND RESPONSIBILITIES:

- Establish departmental administrative and performance objectives
- Develop an annual departmental action plan
- Analyze staffing needs and develop effective recruitment and retention practices for kitchen staff
- Select high quality staff while consistently implementing Bay Cliff hiring practices
- Ensure employees comply with health and food safety standards and regulations
- Manage the inventory and order food and beverages, equipment, and supplies
- Oversee food preparation, portion sizes, and the overall presentation of food
- Oversee and manage special diets and nutritional needs of campers and staff
- Schedule staff hours and assign duties
- Establish and maintain positive relationships and partnerships with community, government, and other non-profit agencies for the betterment of Bay Cliff's image and programming.

OTHER RESPONSIBILITIES:

- Inspect supplies, equipment, and work areas
- Investigate and resolve concerns/complaints regarding food quality or service
- Plan and arrange for cleaning and maintenance services of the equipment and facility
- Other duties as assigned by the Executive Director

ESSENTIAL REQUIRMENTS:

- **Interpersonal Skills:**
 - Effective, positive, team- member
 - Demonstrate the ability to consider/accept feedback from others

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- Demonstrate the ability to evaluate and provide positive feedback promoting personal growth in others
- Ability to build strong relationships
- Demonstrate the patience and sensitivity to work with special needs children/adults and other diverse populations
- Interest and willingness to live and work with others in an outdoor, camp environment
- Willingness to embrace a work schedule with fluctuating seasonal demands
- Commitment to be a positive role model and advocate for Bay Cliff
- **Knowledge and Skills:**
 - Demonstrate leadership in the collaborative planning and implementation of high quality Bay Cliff and hosted programming
 - Ability and willingness to provide appropriate assistance in high-stress situations
- **Cognitive Skills:**
 - Skilled problem solver
 - Excellent communicator (oral and written)
 - High degree of emotional intelligence
 - Cognitive coaching skills
 - Ability use technology tools to advance organizational mission
- **Physical Requirements:**
 - Ability to move safely over uneven surfaces
 - Ability to sit/stand for extended periods of time
 - Ability to lift or lower light objects from one level to another