



ALPINE CAMP AND CONFERENCE CENTER

HEAD COOK

DATE WRITTEN: 02/01/2018

STATUS: FULL-TIME/PART-TIME

PURPOSE

Present a superior food quality, quantity, variety, and service experience to each guest, thereby fulfilling our mission in providing a mountain top encounter with Jesus Christ.

ACCOUNTABILITY RELATIONSHIPS

Reports to Foods Service Manager while working closely with relevant department managers.

GENERAL QUALIFICATIONS

- Must demonstrate a strong, maturing faith in Jesus Christ as Savior and Lord; the ability to confidently articulate that faith; and a willingness to serve the Church of Jesus Christ in a Christian camping environment.
- Must demonstrate and articulate an active interest, support, and belief in the major tenets of Evangelical Christianity and the Evangelical Covenant Church in particular.
- Must demonstrate speech and behavior consistently aligned with the Covenant Affirmations; along with Alpine's Identity Statements, Character Guide, Relational Covenant, Lifestyle Covenant and Peacemaker's Pledge.
- Proven ability to work collaboratively with others, consistently putting the defined results of the team before personal preferences and desires.
- Demonstrated initiative, follow-through and ability to achieve agreed upon, timely results, evidencing healthy flexibility and self/time management.
- Able to productively work in an environment with frequent interruptions and occasional chaos.
- Proven willingness to follow directions of direct supervisor or his/her designee.
- Possessing the physical, mental, psychological and spiritual capacities to perform the duties, responsibilities and essential functions as outlined in written mutually agreed upon job descriptions and standards of performance.

SPECIFIC QUALIFICATIONS

- Food Service math competency.
- Current Food Handlers card desired.
- Evidence of strong initiative, self-direction, flexibility and ability to complete tasks in a timely manner.
- Must be a "self-starter", willing to follow through on projects given with a minimum amount of supervision.
- At least 12 months experience working in a commercial kitchen as a cook is preferred but not required.
- Ability to prepare food for groups ranging in size from 30 to 450.
- Strong understanding of guest dietary needs.

GENERAL RESPONSIBILITIES

- Proactively participate in assigned (staff/management team) meetings, activities and outcomes.
- Intentionally commit and contribute to a healthy organizational culture aligned with Alpine's Identity Standards, Character Guide, Relational Covenant, Lifestyle Covenant, and Peacemaker's Pledge.
- Proactively engage in increasingly effective two-way communication (sharing information, resources and feedback) within your department and, as needed, with all relevant departments regarding actions and resources required to achieve determined results.
- Comply with all policies and practices as outlined in Alpine's Personnel Policy Handbook and other handbooks and manuals relevant to this position.
- Other duties as assigned by Manager and Alpine's Executive Leadership.

SPECIFIC RESPONSIBILITIES

- Creative use of leftover reconstitution.
- Uses high quality ingredients, measuring accurately, adjusting recipes when needed.
- Operates all kitchen equipment correctly, insuring that they all work properly.
- Taste tests and evaluates foods before serving to make sure standards are met.
- Regular timely attendance.
- Keeps kitchen and food storage areas clean and sanitized up to Health Department Standards.
- Responsible for the proper opening and closing of all kitchen areas during shift.
- Garnishes food in an appealing manner.
- Production of meals as assigned providing timely service and quality to all guests served.
- Responsible for training other staff members in food preparation, handling and cooking.
- Provide healthy choices using fresh, seasonal fruits and vegetables.
- Responsible for the purchasing of kitchen supplies and food as directed by supervisor.
- Implements new menus and recipes.
- Organizes kitchen production.
- Communicates with the Baker on weekly production.
- Responsible for keeping all chef knives sharp.
- Work in cooperation with other Staff Members with a willingness to assist in other departments, should an emergency arise.
- Actively demonstrates and implements quality service to Alpine's guests.
- Actively demonstrates and implements Alpine's Food Service Standards.
- Takes an active role in anticipating the needs of the guests and providing for them.
- Consults with the FSD Manager as concerns arise.
- Reports disciplinary recommendations to the Food Service Manager.
- Maintain a good working relationship with Food Service Vendors and be open to new vendors if it's in Alpine's best interest.
- Takes an active role in anticipating the needs of the guests and providing for them.
- Responsible for training new employees and ongoing training of current employees.
- Responsible for monthly inventory reports.
- Responsible for proper invoice control.
- Works with Food Service Manager on preparing monthly work schedules.
- Produces signage for Food Service Department.
- Control and direct the food preparation process and any other relative activates.
- Provides supervision of the Cooks, Prep Cook, Bake and other subordinates while on duty.
- Foster a climate of cooperation and respect between co-workers.
- Regular review of product quality and price.
- Estimate food cost and supervise portion control and quantities of preparation to minimize waste.
- Assist with monthly budget cost and control.

GENERAL ESSENTIAL FUNCTIONS

- Able to arrive consistently on time and prepared to work.
- Capable of ascending and descending stairs and ladders.
- Capable of lifting and carrying up to 50 pounds.
- Possesses a valid driver's license and a clean driving record
- Able to sit, stand and/or work in varied conditions for extended periods of time as needed.
- Able to clearly speak to and hear others both in person and through varied electronic communication devices.
- The ability to work inside and outside in various weather conditions such as cold and hot temperatures, rain and snow.

SPECIFIC ESSENTIAL FUNCTIONS

- None at this time