

## **LEAD COOK – JOB DESCRIPTION**

**Responsible to: Head Cook / Food Service Director**

### **Position Summary:**

This position is responsible for performing a wide variety of duties. This includes, but is not limited to, leading a food preparation and serving team that includes meal set-up, service, cleanup and other tasks assigned by Tel Hai Camp and Retreat management. This is a part-time seasonal position that requires the individual to work a flexible schedule and maintain a positive attitude in a fast paced environment

### **Responsibilities:**

1. Follow the guidelines of proper food and equipment handling established by the Department of Health, Head Cook/Food Service Director, and Executive Director.
2. Prepare, cook and help serve all food items.
3. Assist in the monitoring the waste of food and kitchen supplies.
4. Maintain a clean, sanitary, and safe kitchen.
5. Assist with the training of kitchen personnel.
6. Instruct and supervise prep cooks and volunteers in preparation and cooking of all food.
7. Assure that tasks are completed in a timely manner so that meals can be served at the designated meal times.
8. Ensure that all food preparation is completed for next shift.
9. Evaluate the menu and make suggestions.
10. Help plan and prepare weekly menus.
11. Plan daily work schedule with Head Cook / Food Service Director.
12. Assist with ordering the necessary food ingredients and supplies.
13. Meet regularly with Head Cook / Food Service Director to go over menu, prep cook reviews and rental group concerns.