

## EDWARDS YMCA CAMP

### Job Description

#### **JOB DESCRIPTION**

Job Title: **Lead Cook**

FLSA Type: Part Time

Reports To: Food Service Manager/Program Directors/Executive Director

#### **GENERAL FUNCTION**

Oversee daily functions and staff on shift in kitchen. To include, but not be limited to, decision making regarding line staff duties for food preparation, serving and salad bar set-up, sanitation procedures, cleaning, break times, putting away food/produce.

#### **KNOWLEDGE**

Candidate must have at least 1 year of previous experience, with strong leadership skills; the ability to manage staff on a time rigid schedule, ability to communicate with staff, as well as groups, regarding last minute changes, and be familiar with and operate food service equipment. Candidate also needs be able to read, understand and follow recipes, needs experience in cake/dessert preparation, and be able to setup and cook on an outdoor grill.

#### **PRINCIPAL ACTIVITIES**

1. Organize and delegate line staff and food preparation for the shift; maintain quality and quantity of food for all meals; prep work for following day; maintain portion control, limit waste proper storage of leftovers; communicate with staff regarding last minute activities.
2. Adhere to YMCA policies, procedures and guidelines.
3. Report customer concerns, requests or changes to appropriate persons (Food Service Director, group leader, other cooks) and adjust as needed.
4. Complete all forms posted in kitchen.
5. Maintain and establish open communication with cooks and other staff regarding any pertinent information or changes.
6. Follow up on cleaning jobs posted before leaving camp.
7. Attend all required meetings.
8. Assist with overall flow of duties in kitchen, such as dishes, food handling, cleaning, etc.
9. Be a direct link between line staff and Food Service Director, or between line staff and group leader.
10. Read menus and prepare food accordingly.
11. Give direction as necessary to line staff to promote proper performance and procedures.
12. Be flexible and considerate in regard to special diets that may arise at the last minute, changes in serving times or table set ups. Pass any pertinent information to other cooks, Food Service Director or other appropriate persons.

#### **GOAL**

To assist Food Service Director and/or other cooks to ensure these functions are performed at maximum efficiency and courtesy to fully support the customer service objectives of Edwards YMCA Camp.

#### **EMPLOYMENT AT A SEASONAL CAMP**

Though we are a year-round operational camp, we are highly subject to weather, seasonal, holidays and overall reservations. That being said, understand there may be days or weeks that you may not work due to the change in our demand.

**Please sign here to confirm you have read and understand the job description:**

---