



## **JOB DESCRIPTION OF HEAD COOK (2023)**

- The Head Cook works alongside the team of kitchen staff, housekeepers, and other operational staff. The Kitchen Assistant reports to the Head Cook. The Head Cook should be available to attend Staff Training on June 26-30, 2023. This position has a flexible start date, but ideally in June, 2023.

## **QUALIFICATIONS:**

- The Head Cook should be spiritually mature. Even though they may not always be involved with the campers, they should still have a missional heart. They should love camp ministry and have a heart for sharing the Love of Jesus.
- They must have (or be willing to obtain) certification in both Food Handler Safety full certification, and WHIMIS. They should follow all safety protocols in all aspects of their jobs. They should not operate any machinery or equipment, or handle any chemicals without previous training or experience.
- Previous experience working in a kitchen is required. Ideally training at a post secondary level in the culinary arts is preferred.
- The Head Cook is expected to be neat, tidy, and punctual. Due to the nature of the job, hours will often be split shift and may involved some very early mornings.

## **EXPECTATIONS AND RESPONSIBILITIES**

- Should attend Staff Training
- Adhere to the The Manual of The Quest, and sign and adhere to the Staff expectations of The Quest.
- At all times the Head Cook should be aware of quantity, quality, and all food will need to be presented in a timely manner. The Head Cook should be creative when necessary, but always away of safe food handling.
- They should know how to use leftovers.

- Adhere to all current COVID governmental restrictions and protocol, including wearing masks in the food prep area when required.
- Adhere to all safety protocols.
- Daily tasks involve prep of food, keeping kitchen clean, and being aware of quantity and quality of food.
- Menu planning, food ordering, following a budget, determining tasks for the kitchen team is required.
- Food should always be healthy. The Head Cook should be comfortable cooking for a variety of dietary concerns included, but no limited to gluten free, lactose free, vegetarian, caloric restrictions and allergies.
- Treat all communications of a confidential nature as such.
- Be willing to work as a team.
- Be constantly aware of and in compliance of all forms of safe lifting. As this position requires being on your feet a lot, the Head Cook should bring good shoes. Absolutely no open toed shoes are permitted in the kitchen. Long hair must be tied back. Hair nets are recommended for hair and facial hair such as beards. Because of the nature of this job, he/she should also be cognizant of staying hydrated, and keeping their bodies safe and healthy.
- NOTE: only kitchen staff should be in the kitchen in most cases. Kitchen staff should not be “hanging out” in the kitchen prep area with non-kitchen staff.
- Be able to prioritize tasks
- Be able to work with and without supervision
- Must not post negative comments on social media about The Quest or any of its staff, supporting churches, campers, and constituents. Instead, he/she should contribute to The Quest and its community in a positive manner.
- Must attend daily staff meetings and devotions
- Must be willing to do other tasks as necessary

*NOTE: This position is subject to approval of funding from Canada Summer Jobs*