

Timberline Ranch Job Description

Head Cook

Overview:

The Timberline Kitchen is more than a place for food preparation, though we do feed up to 225 people per meal, often seven days per week. While we endeavor to consistently produce enjoyable, nutritious meals, we are also training staff and volunteers in Christian discipleship and service.

The Head Cook will work alongside the Food Services Manager to ensure high quality meals are served and the kitchen has and retains a positive and enjoyable work environment. The Kitchen Lead Team is responsible for all meals, staff, equipment, supplies, and budget in the kitchen, as well as ongoing Christian discipleship of Kitchen staff and volunteers.

Qualifications Desired:

1. A heart for Jesus, people, and camp ministry.
2. Mission-minded and Gospel-oriented.
3. Significant large-scale cooking experience, preferably Red Seal certification.
4. Teachable.
5. Able to safely lift and move up to 50 pounds (23 kg).
6. Conscientious and responsible, with demonstrated high standards of ethics and integrity.
7. Strong interpersonal and communication skills.
8. Calm and kind under pressure.
9. A high degree of organizational skills; able to multi-task and solve problems.
10. Food Safe II certification.
11. Proficiency in computer skills (for ordering, reports, menus, etc.).
12. Self-motivated and able to work extremely well in a diverse team.
13. Safety conscious.

Responsibilities:

A. Meal Preparation

1. Oversee and implement the preparation, serving, and clean-up of delicious, healthy meals.
2. Ensure that all food is served with good quality, sufficient quantity, and on time.
3. Treat all guests, staff, and volunteers with dignity and respect.
4. Plan healthy menus, using very little in the way of “pre-made” foods.
5. Ensure that safety standards (e.g. WCB and Food Safe) and health standards are met and exceeded in the kitchen.
6. Keep waste to a minimum.

B. Staffing

1. Oversee and train kitchen staff and volunteers in their duties, working hard to help them feel appreciated.
2. Exemplify a standard of professionalism, cleanliness, sanitation, and safety.
3. Schedule all kitchen staff and volunteers, ensuring that their schedules are provided to them in good time and that the office is aware of days worked and days off.
4. Assist in the hiring process of new kitchen staff.

C. Administration

1. Order food and kitchen supplies, in cooperation with Food Services Manager.
2. Keep within the kitchen budget in ordering food, supplies, equipment, and repairs.
3. Ensure that all kitchen equipment is well-maintained, clean, and in good repair.
4. Attend leadership meetings and staff meetings as scheduled.

D. General

1. Ensure the Dining Hall is clean, tidy, and set up as needed.
2. Be available for a variety of shifts, including early mornings, evenings, and weekends.
3. Know, follow, and enforce the standards of Timberline Ranch, as laid out in the staff manual.
4. Attend staff meetings and manager meetings as scheduled.
5. Help out in the overall work and mission of the Ranch.

* This Position has a 6-Month Probationary Period and 3-Month Review *

Reports to: Food Services Manager

Start Date: June 2021

Salary: Negotiable, based on experience and education.

Benefits: Includes medical and a group insurance plan (after probationary period), plus perks such as meals and staff events. Single staff housing may be also available.

Contact: Please contact Craig Douglas, Executive Director at craig@timberlineranch.com.