



Job Description

Department: Guest Services

Location: Food Service

Job title: Lead Cook

Supervises: Food Service Assistants

Reports to: Food Service Coordinator

Type of position:

Full-time

Part-time

Hours____/week

Exempt

Nonexempt

Experience/Qualifications desired:

- Strong Christian faith
- 1-2 years experience in commercial food service in cook/chef role
- Knowledge of products, ingredients and food preparation methods
- Maintains State of Illinois Food Service Sanitation Certification
- Excellent communication and human relations skills
- Self-starter; takes initiative and makes decisions of the moment with confidence

Duties and Responsibilities:

- Takes direction from Food Service Coordinator
- Oversees all aspects of respective shifts
- Supervises and assists in preparation of all foods
- Directs work of food service assistants; trains and assists them when necessary
- Ensures all food preparation, safety and sanitation procedures during shift meet or exceed standards set by Manitoqua and the State of Illinois
- Cleans own preparation area
- Assists with dishwashing, cleaning and other tasks listed below
- Assists in the development of menus
- Is conscientious of food and labor costs at all times
- Presents a warm and caring atmosphere for guests and staff
- Provides input for the ordering of stock
- Assists with shopping when needed
- Assists in the event of any special event or emergency situation as deemed necessary by the Guest Services Director or Executive Director
- Works with Food Service Coordinator to take complete inventory at least three times a year

The following duties are shared by all food service staff and shifts.

***Assignment to any of the following duties will be at the discretion of the Food Service Coordinator.*

- Food service laundry
- Sweeping and mopping floors in work areas including cleaning floor mats
- Taking out garbage from all areas
- Washing dishes, pots and pans, equipment, etc.
- Labeling and storing food after preparation or meal service
- Setting up dining tables
- Breaking down boxes
- Fulfilling any role or position required for successful guest service

