

## **Job Description**

### **Head Cook**

#### **Minimum Qualifications:**

- Minimum of 1 year experience in a large quantity food preparation operation.
- Knowledge of large quantity cookery.
- Knowledge of health and safety standards.
- Ability to attain food safety certification as required by Teton County.
- Skill to supervise subordinates.
- Skill in ordering and food management.
- Skill in maintaining records.

**Reports to:** Executive Director

#### **Duties include, but are not limited to the following:**

- Possess qualification in education, training and/or experience to run a commercial kitchen.
- Responsible for the supervision of all facets of the meals preparation, serving and clean up.
- Direct and manage all kitchen staff under the guidance of the Project Director.
- Preparation of daily meals as approved by Registered Dietitian.
- Responsible for ordering foods, storage and inventory of food and non-food items used in the meal programs.
- Assist in menu planning.
- Work towards all cost control measures
- Ensure compliance with all local, state and federal standards and regulations in order to maintain health, sanitation and safety in the kitchen and dining area.
- Maintain required temperature logs for food and equipment.
- Maintain all kitchen equipment in good working order.
- Coordinate with volunteers who may be assisting in the kitchen.
- Supervise and assist with kitchen and dining room clean-up daily, weekly and monthly.
- Attain and maintain food safety certification as required by Teton County.
- Other duties as assigned by the Executive Director.