

## **Camp Akita Head Chef**

Reports to: Akita Director of Site and Facilities  
Effective: 8/1/21  
Directly supervises: Kitchen Prep and Serve Crew  
Status: Full-time  
FLSA: Exempt

### **Job Summary**

The Head Chef is responsible for all meal planning and preparing, ordering and inventory, cleanliness and organization of the kitchen, and compliance with all state and local health standards.

### **Essential Functions**

- Oversee the operation of kitchen.
- Prepare, cook, and plate for service, meals to campers and rental guests.
- Plan menus and food utilization based on anticipated number of guests, nutritional value, palatability, popularity, and costs.
- Monitor food preparation methods, portion sizes, and presentation of meals to ensure that food is prepared and presented in an acceptable manner.
- Negotiate details of dining facility use with clients to ensure that meal service times and menus meet and exceed guest expectation.
- Monitor budgets and review financial transactions to ensure that expenditures are authorized and appropriately budgeted.
- Prepare, cook, and plate for service, meals to campers and rental guests.
- Ensure compliance with local and state standards for licensing
- Follow proper sanitation and safety procedures.
- Plan, schedule and receive food and beverage deliveries, checking delivery contents to verify product quality and quantity.
- Order and purchase supplies required for the foodservice operation.
- Collaborate with the Akita Director of Site and Facilities in the ordering and purchasing of equipment.
- Regularly check freshness of food and ingredients
- Maintain cleanliness and organization throughout the kitchen.
- Assign and delegate tasks to assistant and kitchen prep crew members.
- Assist in recruitment, training, support, supervision, evaluation and provide continuing education to staff
- Coordinate kitchen schedule with site staff schedule

### **Minimum Qualifications**

- Must be at least 19 years of age
- High school education or equivalent.
- Culinary arts degree preferred.
- Ability to lift up to 50 lbs.
- Previous experience working in a kitchen and/or food industry required.
- Ability to operate equipment associated with essential functions.
- Problem solving and conflict resolution skills.

- Ability to assess and communicate information with kitchen assistants, site staff, campers, parents, and rental guests.
- Ability to work effectively in a team context, contributing to team process.
- Current ServSafe Manager Certification.

### **Core Competencies**

*Organization:* Ability to develop, communicate, and implement goals; ability to effectively delegate tasks to employees empowering them to succeed in their role; ability to maintain accurate records as related to safe food handling and preparation.

*Communication:* Ability to effectively communicate with guests and employees; Demonstration of concern for satisfying customers.

*Planning:* Ability to research and plan menus in compliance with customer satisfaction while maintaining a budget; Sets objectives and goals; Develops schedules and staff assignments; Measures performance against goals; Evaluates results.