



Head Cook

This position description is intended to describe the general nature and level of work being performed by people in this category. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of people in these positions.

DEPARTMENT: Community Services

REPORTS TO: Food Services Lead

CLASSIFICATION(S): Seasonal (3-4 months, summer), or Long-Term Volunteer

POSTION SUMMARY

Under the direction of the Food Services Lead, a Head cook is responsible for providing shift leadership in the Holden Village Kitchen and Dining Hall. During scheduled shifts, a Head Cook is responsible for: the safe and sanitary preparation of food served both throughout the day and at specific times (i.e. menu meals and snacks, Holden bread and granola, etc.); coordinating and training kitchen volunteers in various food preparation, sanitation, and restocking tasks; promoting a kitchen atmosphere that balances grace and humor with the need for efficiency and timely food production; cultivating an inviting atmosphere in the Dining Hall for all through general upkeep and personal interaction. Head Cooks are also expected to dedicate some of their work time to projects of a particular focus, designated by and designed with the Food Services Lead. This position can be physically demanding, with multiple hours spent on your feet and the necessity of carrying things up and down stairs.

KNOWLEDGE AND SKILLS REQUIREMENTS (position specifications; such as knowledge/education, skills, problem solving/decision making, risk/bottom line results, management responsibility – people and functions)

Specific knowledge and skills include but are not limited to the following:

- Kitchen shift management
 - Supervise kitchen staff in a way that promotes a positive and productive work culture/environment grounded in care, grace, efficiency, clear communication, high-yet-realistic expectations, accountability, personal and community integrity, relationship-building, and a commitment to learning.
 - Prioritize and coordinate staff so as to accomplish shift tasks in ways that are timely and support quality meal service.
 - Provide direction, guidance, and learning opportunities for kitchen staff while overseeing quality control.
 - Implement the Food Philosophy in day-to-day shift operations.
 - Maintain sanitation and safety standards in compliance with Washington State Health Code and other Village, county, state, and federal regulations.
 - Ensure shift compliance with the area's COVID-19 plan.
- Hospitality
 - Interact with all Villagers to address concerns, answer questions, and receive feedback; partner with the Food Services Lead and other Head Cooks in integrating feedback.
 - Seek to accommodate Villagers' special dietary needs and communicate meal options to Villagers.
 - Maintain a Kitchen and Dining Hall atmosphere that is welcoming to all Villagers.
 - Act as an educator for all Villagers regarding Holden Village's food practices and Food Philosophy.
- Team Contribution
 - When assisting another Head Cook during one of their "shift leads," support and cooperate with them even if their organizational and/or food preparation plans differ from yours; offer constructive feedback to fellow Head Cooks
 - Under the direction of the Food Services Lead and in partnership with all kitchen staff, strategize ways to improve the Kitchen's implementation of its Food Philosophy.

- Support general kitchen operations through the assignment of auxiliary tasks as designated by the Food Services.
- When requested, assist the Food Services Lead with tasks and event preparations.
- Attend area meetings as requested by the Food Services Lead.

KNOWLEDGE AND SKILLS REQUIREMENTS (position specifications; such as knowledge/education, skills, problem solving/decision making, risk/bottom line results, management responsibility – people and functions)

Specific knowledge and skills include but are not limited to the following:

- Ability to lead and responsibly/compassionately supervise staff that includes a wide variety of ages, skills, and abilities.
- Ability to interact positively and hospitably with people at all levels and in all capacities both inside and outside of the Village, i.e. guests, volunteers, managers, directors
- Ability to work both independently and in a collaborative setting.
- Excellent planning, organizational, and delegation skills.
- Excellent communication skills
- Sound judgment, creativity, problem solving, flexibility, and decision-making abilities
- Ability to see the “big picture” and be proactive
- Demonstrated ability to actively shift priorities and demonstrate flexibility/adaptability in a dynamic work environment built around short-term goals.
- Unexpired WA State Food Workers Card (or willingness to obtain before arrival) required.
- ServeSaf Certification desired, but not required
- Ability to lift up to 50 lbs.
- Ability to remain on one’s feet for up to 2 hours.
- Willingness to work and live in a remote wilderness setting
- Willingness to abide by the Staff Covenant and all expectations therein.

Head Cooks work under the supervision of the Food Services Lead. Washington Food Worker Card required.