



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.

Work Team:	Community Services
Reports To:	Food Services Lead
Position Classification:	Seasonal / Long-Term Volunteer
Length of Service:	3+ months / 1+ year commitment

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.

MAJOR FUNCTIONS (principal duties and responsibilities)

Specific responsibilities 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, SKILL & ABILITY REQUIREMENTS

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.
- 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 work on one's feet for up for multiple hours.

COMMUNITY EXPECTATIONS (particular knowledge/skills related to living and working in the Holden Village community)

Long-Term Volunteer

- Enthusiasm for and ability to work in a remote wilderness setting.
- Willingness to participate in a mutual review after 6-months.
- Pledges to work in ways that support and fulfill Holden Village's [Mission, Vision, and Values](#) and commits to the terms of the [Community of Practice Agreement](#).
- Abides by Holden Village's [Community Health Protocols and Practices](#).
- Extends genuine hospitality to all villagers.
- Upholds and works to further Holden Village values of diversity, equality, respect, sustainability, and spirituality as articulated in the [Strategic Plan](#).
- Be a community leader and role model by serving the village in roles such as First Response Team, Fire Brigade, Worship, and other program events and activities.
- Help new staff and volunteers integrate into the community.
- Commits to staying up-to date on all required vaccinations, including COVID-19.

Seasonal Volunteer

- Enthusiasm for and ability to work in a remote wilderness setting.
- Pledges to work in ways that support and fulfill Holden Village's [Mission, Vision, and Values](#) and commits to the terms of the [Community of Practice Agreement](#).
- Abides by Holden Village's [Community Health Protocols and Practices](#).
- Extends genuine hospitality to all villagers.
- Upholds and works to further Holden Village values of diversity, equality, respect, sustainability, and spirituality as articulated in the [Strategic Plan](#).
- Commits to staying up-to date on all required vaccinations, including COVID-19.

COMPENSATION & BENEFITS

As a Long-Term Volunteer, you are eligible for the following compensation and benefits:

- \$550/month stipend
- Food (three meals/day)
- Housing, utilities, internet access
- Free parking at Fields Point
- Health insurance (medical, dental and vision)
- Basic life insurance
- Life Flight membership (emergency helicopter transportation based on medical need)
- Simple IRA account
- 37 "out" days per year
- 14 one-way boat tickets per year
- 21 friends & family days and 21 half-price friends & family days per year

- Completion bonus and health insurance grace period upon completion of term, equivalent to the length of term.
- Access to amazing hiking opportunities, community events, teaching sessions, art studios and other educational opportunities!

As a Summer Seasonal Head, you are eligible for the following benefits:

- \$350/month stipend
- Food (three meals/day)
- Housing, utilities, internet access
- Free parking at Fields Point
- Boat tickets commensurate with length of commitment
- Out days commensurate with length of commitment
- Friends & family days commensurate with length of commitment
- Access to amazing hiking opportunities, community events, teaching sessions, art studios and other educational opportunities!