

# Job Description & Qualifications

<b>Position</b>	<b>Food Services - Lead Cook</b>
Department	Food Services
Incumbent	Open
Reports To	Culinary Coordinator
Supervisor of	None
Position Schedule	15 hours per week average; variable schedule
Position Status	Hourly, eligible for overtime
Issue or Revised Date	August 28, 2014

## **Purpose**

Responsible for carrying out tasks as directed including shopping, preparing and serving food, cleaning kitchen and equipment.

## **Primary Duties:**

1. Support Kitchen Coordinator – perform assigned tasks in a timely manner.
2. Lead Cook as assigned
3. Shop for supplies
4. Clean up after events; maintain work area in an orderly and professional manner.
5. Work with volunteers and other paid staff as assigned
6. Support safe-food-handling practices & Health Dept. regulations at all times.

## **Areas of responsibility may include:**

1. Help plan menus
2. Prepare or cook food for events.
3. Serve food and beverages on occasion as needed
4. Assist with cleanup after assigned events

## **Knowledge and Experience**

1. Previous commercial food handling experience required.
2. Banqueting experience desired.
3. Line cook/kitchen experience required.
4. Ability to perform daily tasks in a timely & efficient manner with minimal supervision.
5. Ability to work well with others under time deadlines and stress.
6. Availability and willingness to work a variety of shifts and hours.
7. Excellent customer service skills.