



4577 Billy Maher Road Memphis, TN 38135-1119 (901) 377-9284

### **Job Description**

Job Title: Head Cook  
Effective Date: ASAP  
Reports to: Director of Operations  
Directly Supervises: Part-time Kitchen Staff  
Status: Full Time, individual health/dental, two weeks annual vacation  
Expected Starting Salary: \$21/hr

### **Job Summary**

Food Ministry is a core element of St. Columba's mission of hospitality to its guests and campers.. The Head Cook will be expected to serve as the principal cook for any and all St. Columba Episcopal Center camps and events involving food service. They will carry out the menu plan created by the Assistant Operations Director and supervise all kitchens, dining rooms, on-site catered services, staffing, and plays a large role in on-site food inventories/ordering. St. Columba's menus vary greatly from cafeteria style youth-friendly foods, to home-style adult-friendly menus, to fancy banquets. As a ministry of hospitality for all people, our food service department will accommodate all dietary allergies.

A "typical week" of Food Service means providing meals to the center's guests and campers, with the majority of the meals on weekends. However, the Head Cook must be flexible and available to work varying days/hours throughout the week while maintaining an appropriate number of days off.

During periods of no food service, hours can be filled by assisting other departments.

We are seeking a member of our team who will deeply care about the ministries of St. Columba and will build a food service staff that will provide excellent care of our campers and guests through caring for their food needs. The Head Cook will be asked to be a strong independent worker who can cook and clean for groups up to 30. They will also be asked to be a key member of the hospitality team at St. Columba, welcoming guests and making them feel at home.

### **Hiring Process**

The Head Cook should be available to start soon so that they have time to assist in hiring and build a kitchen staff in preparation for the summer.

St. Columba is an equal opportunity employer and values diversity and inclusiveness. St. Columba conducts criminal background checks and is seeking someone with a clean record.

### **Responsibilities/Duties**

#### *On Time*

- With Director of Operations and Purchasing Manager, hire, train, schedule and supervise a part-time/seasonal staff that can work flexible hours to serve meals throughout the varying St. Columba booking calendar
- Be prepared and on-time according to meal schedule
- Be flexible to work long hours as groups come who need up to three meals a day
- Attentive to the dining room and having items done before guests arrival

#### *Tastes Good*

- Prepare group-appropriate meals and beverages for St. Columba's guests according to the menus provided by the Purchasing Manager

- Southern Home-Style
- Vegetarian and other dietary restrictions
- Children/Youth groups
- Adult Conferees from local commercial and non-profit organizations
- Adult Retreats for Churches, Clubs, and Guilds

#### *Clean Food Service Area*

- Maintain kitchen and dining room cleanliness and food preparation at an A health score grading
- Inspect the cleanliness, sanitation, organization, and working conditions of the service areas and work stations, including all tools, equipment, and supplies.
- Routine cleanings all kitchens on the property as assigned by the Purchasing Manager
- Set tables, clean/sweep dining room, keep presentable/usable at all times
- Prepare maintenance requests for improperly functioning equipment and report to the Director of Operations and Associative Executive Director of Facilities
- Develop and maintain a recycling/composting program that fits the kitchen system

#### *Cost-Savings*

- Create cost savings through creative use of leftovers, use of existing inventory, quantity management and other cost-saving methods
- Maintain equipment and food preparation utensils/small wares to avoid unnecessary purchasing
- Track food usage and prepare reports

#### *Additional Responsibilities*

- Purchase food within approved budget
- Help maintain a trash free campus
- Maintain a professional and positive attitude with all coworkers and guests at all times

#### **General Character**

As the conference center of the Episcopal Church, St. Columba strives to welcome all with love and kindness. All employees of St. Columba are asked to provide the highest level of hospitality for all guests during their stay by being flexible, accommodating, and friendly.

#### **Education Level**

- Licensed driver with clean driving record
- Preferred ServSafe certification or ability to acquire within 6 months of start date
- Preferred at least high school diploma or equivalent

#### **Working Conditions**

- Work as scheduled to ensure optimum coverage, which often includes night and weekend work, on-call status, and work weeks that may exceed 40 hours

#### **Physical Demands**

- This person in this position is required to move around the buildings and traverse the property
- Lift and carry up to 50 lbs.
- Setting up tables and chairs
- Repetitive movement and ascending and descending stairs.

#### **Core Behavioral Competencies**

- **Attention to Detail**—Able to follow detailed procedures and ensure accuracy
- **Commitment to Task**—Able to take responsibility for actions and outcomes and persists in spite of obstacles. Demonstrates dependability in difficult circumstances and shows a sense of urgency about getting results.
- **Coping**—Able to maintain a solution-oriented approach while dealing with interruptions and interpersonal conflict.

- **Service Focus**—Able to demonstrate a high level of service delivery. Able to be of service to difficult people. Deal effectively and proactively with service failures. Effectively prioritizes public needs.
- **Flexibility**—Able to perform a wide range of tasks and change focus quickly as demands change. Manage transitions effectively from task to task. Effectively adapts to varying public needs.
- **Quality**—Able to maintain high standards despite pressing deadlines. Does the work right the first time. Reinforces excellence as fundamental priority.
- **Teamwork**—Able to share due credit with coworkers. Displays enthusiasm and promotes a friendly group working environment. Works closely with other groups as necessary. Supports group decisions and solicits opinions from coworkers. Displays team spirit.