

# WLD RANCH JOB DESCRIPTION

## HEAD COOK

*A Head Cook at WLD Ranch is responsible for supervising all kitchen activities, maintaining a food safe environment, preparing meals, baking, cleaning the kitchen and pantry, and leading the kitchen staff to serve the Lord gladly.*

### QUALIFICATIONS:

#### A Head Cook...

1. Has received Jesus Christ as Savior.
2. Is committed to being a servant of God and to developing godly character (Gal. 5:22-26).
3. Demonstrates Christian leadership and responsibility.
4. Has graduated from high school and is between ages 18 and 25.
5. Is in good health and is physically able to navigate outdoor terrain including steep hills and uneven surfaces without assistance; can complete the assigned tasks without difficulty, including lifting up to 60 pounds.
6. Is willing to accept responsibility and follow directions and guidelines.

### EXPECTATIONS:

#### A Head Cook will . . .

1. Attend all **Staff Training** sessions.
2. Abide by WLD Ranch **Staff Policies** and enforce them within the Kitchen Department.
3. Carry out assigned daily and weekly duties.
4. Attend all meetings and participate in the camp program as schedule permits.
5. Lead by example in following Staff Policies and completing tasks with a good attitude and a servant's heart to the glory of God.
6. Develop his or her own personal walk with God throughout the summer (Gal. 5:22-23).
7. Cultivate the spiritual life of everyone around him or her through Christ-like attitudes, actions, and speech.
8. Strive to maintain unity within the Kitchen Department and within the WLD Ranch staff as a whole, working in peace with others.
9. Conduct himself or herself in a way that contributes to the mental, social and emotional well-being of everyone at WLD Ranch.
10. Conduct himself or herself in a way that contributes to the safety of every person at WLD Ranch, particularly the Kitchen Staff while in the kitchen.
11. Contribute to a positive environment within the staff bunkhouse
12. Practice personal cleanliness/hygiene and enforce cleanliness/hygiene of kitchen staff. (Food service hygiene includes short nails without polish, limited jewelry, and hair that is pulled back and contained.)
13. Follow and enforce with kitchen personnel all food safe practices as mandated by the Erie County Department of Health.
14. Be responsible to his or her supervisors according to the Chain of Command.

### TYPICAL DUTIES:

#### A Head Cook will . . .

1. Participate in and/or lead daily devotions with the Kitchen Staff.
2. Prepare food for each meal according to the provided menu and recipes (cooking and baking). Clean up work stations. after food preparation has been completed.
3. Serve each meal in an orderly fashion (on time, organized, and hot) according to the provided menus.
4. Clean up after each meal, properly cooling and storing leftover food. Dispose of leftovers that are unusable according to the timeline mandated by the Erie County Department of Health.
5. Help with washing of pots and pans as needed.
6. Follow all food safe practices as mandated by the Erie County Department of Health. (See Head Cook Manual for details.) Enforce food safe practices with all kitchen personnel.
7. Clean the kitchen regularly according to the provided checklists (daily and once a week as noted). This includes regularly cleaning the walk-in cooler, refrigerator, freezers, and inventory shelves as directed and sweeping and mopping the kitchen and pantry daily.
8. Inventory food stock (shelves, walk-in, and freezers) and paper products (paper plates, napkins, etc.) once a week for ordering purposes. Report inventory to the appropriate leadership team member as assigned.
9. Wash, dry, and fold the kitchen laundry (towels, wash cloths, aprons, etc.) daily.
10. Supervise the Ranch Hands while they are washing dishes if the Foreman is not present. Guide the Ranch Hands in properly putting clean dishes away as needed.
11. Maintain discipline in the staff bunkhouse (if hired as Bunk Supervisor).