



## Kitchen Manager / Head Cook

<b>Classification:</b>	Seasonal/Non-exempt
<b>Position reports to:</b>	Operations Director and CEO/Executive Director
<b>Position approved by:</b>	Board of Directors
<b>Position supervises:</b>	Kitchen Staff
<b>Location:</b>	Fairfield, Idaho (on-site)

### **About:**

Hidden Paradise is Idaho's first medically accessible and adaptable camp property. Hidden Paradise is a welcoming space designed specifically for guests with medical needs to securely connect with nature and each other.

Hidden Paradise is owned by and home to Camp Rainbow Gold, an independent nonprofit serving Idaho children diagnosed with cancer and their families. Hidden Paradise also welcomes other nonprofit organizations, programs, and retreats serving those with medical, physical, emotional, or mental health challenges.

### **Job Description:**

The Kitchen Manager/Head Cook will be responsible for food ordering, meal planning, preparation, clean-up, and supervision of the kitchen.

### **Duties And Responsibilities:**

- Maintain all facilities to meet Health Code requirements.
- Oversee the cleanliness and sanitation of the outdoor dining area, kitchen, storage areas, food preparation areas, appliances, and utensils.
- Monitor cleanliness of dishes, food contact surfaces, and kitchen area.
- Log fridge and freezer temperatures.
- Plan and develop menus to meet the nutritional needs and dietary restrictions of campers, volunteers, and staff.
- Responsible for all food ordering and making sure adequate supplies are on hand while being mindful of budget.
- Handle, prepare, serve, and dispose of food safely and properly.
- Supervise all staff in the kitchen including the Kitchen Assistants with serving, washing dishes, or prep.
- Train kitchen staff on their duties when in the kitchen.
- Oversee the washing and drying of dishes after every meal.
- Manage unloading, unpacking, and storing of kitchen and food supplies.
- Use, operate, and clean all electrical and mechanical kitchen equipment safely and properly, including but not limited to ovens, steamers, fryers, grill tops, etc.
- Maintains high standards of cleanliness, sanitation, and safety of all food-service facilities.
- Perform other tasks and duties as assigned by the Operations Manager, Program Director, and CEO.



- Is willing to comply with all COVID guidelines and mitigation measures needed to maintain a safe and positive atmosphere for our campers and clients.

**Dates Of Employment:**

- Pre-Camp: April-May, hourly as needed for pre-camp planning tasks
- Camp Season:
  - In-session camp dates will be announced and scheduled in early 2023. Camp programs occur regularly from June-August and on additional dates in September and October.
  - Ordering, organizing, and planning meals will require some extra time ahead of each group's arrival. This time will be determined by the employee's planning/organizing experience and the possibility of supply and ordering concerns.

**Qualifications:**

- Desire to work in the support of all kitchen camp operations
- Must be at least 21 years of age
- Knowledge of and experience in food service including ordering, inventory, budgeting, food preparation, cleaning, and use of institutional kitchen equipment
- Previous cooking and kitchen management experience
- Must have the ability to lift and carry 50 pounds including unloading food, carrying trays of dishes, lifting supplies and equipment as needed
- Ability to understand and adhere to restrictions surrounding special diets and allergies
- Must be able to successfully pass a comprehensive background check
- Must have own transportation and/or be willing to accept housing on location
- Willingness to work long hours at times

**Note:**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.