



Kitchen Manager / Head Cook

Classification:	Seasonal/Non-exempt
Position reports to:	Director of Operations and CEO
Position approved by:	Board of Directors
Position supervises:	Kitchen Staff
Location:	Fairfield, Idaho (on-site)
Positions available:	1

If you want to be a part of something that is challenging, fun, and rewarding, which provides a unique and exciting experience and brings joy to those who have difficult challenges in life, then keep reading!

About:

Hidden Paradise is Idaho's first medically accessible and adaptable camp property, which 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 as well as family and corporate retreats.

Job Description:

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

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 refrigerator and freezer temperatures and/or monitor temperature loggers.
- 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 cooks and camp support staff with serving, washing dishes, or food preparation.
- Organize and prepare work schedules for all kitchen staff and ensure camp support staff are clearly aware of schedules and needs.
- Train camp support 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 Director of Operations and CEO.

Dates of Employment:

- Full Time April 15 – October 25, 2024

Qualifications:

- Desire to work with an organization that serves a greater purpose and the ability to adapt to the special needs of those that are served through these programs
- Ability to maintain a positive and cheerful attitude
- Desire to work in the support of all kitchen camp operations
- Must be at least 21 years of age
- Willingness to obtain ServSafe Food Manger Certification (Hidden Paradise will pay all required fees)
- 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
- Exceptional organizational skills
- 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 as required

Compensation:

The pay scale for this position is \$25 per hour living off-site/ \$23 per hour with on-site housing.

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.