

Head Cook - Job Description



JOB SUMMARY: The Head Cook plans and prepares well-balanced nutritious meals.

ACCOUNTABILITY:

The Head Cook is responsible to the Project Director.

TASKS:

- Plan and prepare two hot and nutritious meals per day and provide food for a sack lunch and breaks, from Monday breakfast to Friday dinner.
- Ensure sufficient food is available for Leadership & Long-Term Volunteers to prepare for themselves on weekends.
- Ensure all food safety standards in food preparation and kitchen/dining room sanitation are followed as outlined in the MDS Field Guide.
- Manage food inventory.
- Purchase food and kitchen supplies; trying to support local business, if possible.
- Ensure the cleanliness of the kitchen.
- In the spirit of hospitality and welcoming, check with the Office Manager about incoming volunteers in order to prepare meals as requested for those who have dietary restrictions and allergies and those who choose alternative diets.
- Provide leadership to assistant cooks and other kitchen helpers.
- Equip and welcome Weekly Volunteers in doing the dishes and cleaning the dining area following dinner.
- Assist with other tasks, as requested (eg. cleaning, running errands, etc.)

JOB QUALIFICATIONS:

- Must be a Christian and active participant in a church
- Proven Christian servant leadership skills
- Familiarity with nutrition and food safety guidelines
- Experience in preparing meals for large groups preferred
- Able to delegate tasks as required
- Organizational skills
- Is a team player and team builder
- Ability to empower and encourage others
- Proven communication, interpersonal, and problem-solving skills
- Flexibility, patience, a positive attitude, and a sense of humor
- Enjoys working with volunteers