NLOM
Nebraska Lutheran Outdoor Ministries

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Position Description

Position Title: Sous Chef/Kitchen Supervisor
Reports to: Chef & Manager of Food Services
Position Type: Exempt

Position Description

The Sous Chef/Kitchen Supervisor takes charge of the kitchen in the absence of the Chef & Manager of Food Services, making sure that all dishes are prepared correctly and that meals get to guests and campers in a timely manner. The Kitchen Supervisor helps develop recipes and prepare food in collaboration with the Chef & Manager of Food Services and other cooks in the kitchen.

Position Responsibilities

1. Assist with the preparation and planning of meals.
2. Ensure that kitchen activities and planning facilitate timely planning and have oversight for overall kitchen production.
3. Monitor and record inventory and prepare orders.
4. Provide training and support to kitchen cooks regarding food preparation, cooking, garnishing, and presentation.
5. Manage the kitchen team in the Chef's absence.
6. Check the quality food products to ensure that health and safety standards are met, and monitor sanitation practices and equipment to ensure that employees follow standards and regulations.
7. Order food and supplies as needed.
8. Supervise and coordinate activities of cooks and workers engaged in food preparation.
9. Estimate amounts and costs of required supplies, such as food and ingredients.
10. Determine how food should be presented and create decorative food displays.
11. Treat all customers, campers, volunteers, and fellow staff members as distinguished guests and give them the dignity of your utmost graciousness.
12. Respond affirmatively and with a "Can Do" attitude to short-notice requests that come from any NLOM director.
13. Attend bi-monthly NLOM staff meetings and participate in other NLOM all-staff activities.
14. In the absence of the Chef & Manager of Food Services, attend monthly Guest Services manager meetings.

Skills Necessary

1. Proficient in the use of all of the kitchen appliances, equipment, and food preparation tools in the Carol Joy Holling Center kitchen
2. Excellent verbal and interpersonal communication skills

3. Strong organizational skills
4. Ability to work with minimal supervision
5. Good working knowledge of Office software (Microsoft Word & Excel)
6. Enthusiasm and passion for the work of NLOM
7. Comfortable with a variety of working hours (days, evenings, weekends)
8. Valid driver's license and good driving record
9. Proficiency in inventory management

Professional Expectations and Requirements

- Maintain a current ServSafe certification
- Adhere to the standards and Code of Ethics of the American Camp Association
- Maintain the confidentiality of sensitive matters and materials
- Thorough understanding of NLOM's policies and practices
- Subscribe to the Communications Covenant for NLOM staff