

# **Nebraska Lutheran Outdoor Ministries**

## **Job Description**

**Position Title:** Chef & Manager of Food Services                      Date: August 2022

**Reports To:** Director of Operations

### **Summary of Responsibilities**

Responsibilities include serving as head chef. Role includes supervising food preparation and cooking, maintaining a fully stocked kitchen inventory, and complying with safety and cleanliness standards. Position will plan menu items, order supplies, and keep appropriate records. Manage the kitchen team and work with staff to deliver quality food on time. Ensure all food is properly cooked, presentation is visually pleasing, and that campers and guests have a pleasant dining experience.

### **Position Responsibilities**

1. Follow and develop new menu items for guests and campers, while supervising and coordinating activities of staff engaged in food preparation, cooking and presentation.
2. Train staff on prep work and food plating techniques
3. Order food and supplies as needed, always ensuring the highest quality at best prices, and verifying the quantity and quality of received products
4. Monitor sanitation and safety practices to ensure that employees follow standards and regulations, storing food products in compliance with safety standards and ensuring equipment and work areas are as well
5. Ensure dietary restrictions are met for guests and campers
6. Determine how food should be presented and create decorative food displays
7. Schedule kitchen staff and manage the cost of labor to ensure efficiency and productivity
8. Treat all customers, campers, volunteers, and fellow staff members as distinguished guests and provide excellent hospitality
9. Regularly communicate with the Manager of Event Planning regarding catering requests and dietary restrictions of guests
10. Report any repairs or maintenance issues to the Director of Buildings and Grounds
11. Attend monthly Guest Services Managers and NLOM staff meetings and participate in other NLOM all-staff activities

### **Professional Expectations and Requirements**

1. Adhere to the standards and Code of Ethics of the American Camp Association
2. Maintain a current ServSafe certification
3. Thorough understanding of NLOM's policies and practices and adherence to NLOM's Code of Conduct and Communications Covenant.

## **Skills Necessary**

1. Have two or more years specializing in food preparation, sanitation, purchasing and managing food service operations with strong foundation of culinary knowledge
2. Possess excellent verbal and interpersonal communication skills
3. Ability to prepare excellent meals for large and small groups
4. Ability to design and carry out first-rate presentations of all meals
5. Possess excellent verbal and interpersonal communication skills
6. Strong organizational skills and ability to work with minimal supervision
7. Ability to supervise and train staff and volunteers
8. Financial understanding and working knowledge of Office software (Microsoft Word & Excel), and ability with inventory management
9. Enthusiasm and passion for the work of NLOM
10. Comfortable with a variety of working hours (days, evenings, weekends)
11. Valid driver's license and good driving record

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