

# Wolf Ridge Environmental Learning Center

## Job Description

**Job Title:** Cook, Shift Supervisor  
**Department:** Food Service  
**Reports To:** Food Service Manager  
**FLSA Status:** Non-exempt, hourly  
**Prepared By:** Executive Director  
**Prepared Date:** 5-1-2024  
**Approved By:** Peter Smerud  
**Approved Date:** 5-1-2024

**Summary** Responsible for all aspects of running the kitchen and Dining Hall during a shift, including all food and beverage preparation, cleaning, and serving of customers and staff. Assists the Food Service Manager as needed in all functions of cooking and dining experience for guests.

### 1) ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for overall operation of kitchen, dish room and Dining Hall during a shift or in the absence of the Food Service Manager.
- Ability to cope with changing conditions relative to customer meal times and special needs.
- Under direction of the Food Service Manager, prepares food and meals in quantities according to the menus and the number of people to be served, and with a high value for “from scratch” cooking.
- Prepares meals that accommodate a variety of special dietary requests from vegetarian, to intolerances and allergy related requirements. Ensures cross contamination does not occur.
- Directs activities of Prep Cooks and Dishwashing staff. Trains and manages activities of KP volunteers, both youth and adult.
- Prioritizes the incorporation of fresh and local produce from the Wolf Ridge Organic Farm and other local suppliers. Highlights and promotes to customers the presence of farm fresh and local grown produce in meals.
- Responsible for assuring that the dining rooms, kitchen, serving line, cooler and freezer and food storage areas are clean during the shift.
- Assures that food and non-food supplies are properly stored and utilized.
- Safely operates all kitchen appliances including electric and gas ranges, ovens, grills, tilt skillets, microwaves, dish washing machines and other food service equipment. Oversees safe operation of appliances by other workers and volunteers.

- Coordinates kitchen and dining room use during meal times, and serves meals.
- Maintains appropriate levels of food safety in all kitchen functions for all workers and volunteers on the shift.
- Maintain positive, friendly attitudes with all customers and KP volunteers.
- Conducts themselves in accordance with all local and state health codes.
- Performs other duties as assigned by the Food Service Manager or Wolf Ridge Administration.
- Assist other departments or staff as needed for customer special needs.

## **2) SUPERVISORY STATUS**

Supervises youth and adult volunteers as part of the KP supplied by visiting customer groups. Supervises Prep Cooks and Dishwashers on respective shifts.

## **3) PERFORMANCE EXPECTATIONS**

To perform this job successfully, an individual should demonstrate the following competencies and skills:

Punctuality and Reliability - Arrives for the shift on time, ready to work by assigned start time. Is reliably present and able to fulfill duties of the position.

Problem Solving - Actively addresses problem areas by either fixing them directly or notifying the appropriate staff person. Able to deal with frequent change, delays, or unexpected events.

Task Management - Completes projects on time; uses time efficiently; works hard to accomplish duties; generates suggestions for improving work; monitors own work to ensure quality.

Customer Service - Responds promptly to customer needs, inquiries and requests for assistance; approaches customers in a tactful and polite manner and treats them with respect; exhibits behavior appropriate to working around children. Is outwardly supportive of special dietary needs of customers.

Teamwork - Shares expertise with others; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests.

Professionalism - Treats fellow staff with respect and consideration; accepts responsibility for own actions; follows through on commitments; is consistently at work and on time. Exhibits an overall positive, "can-do" attitude toward work. Promotes a trusting and friendly working atmosphere.

Organizational Support - Follows employee policies and procedures; supports organization's goals and values; conserves organizational resources; ensures work

responsibilities are covered when absent; follows instructions, responds to management direction; commits to long hours of work when necessary to reach goals or complete a project.

Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process.

Safety - Observes and supports safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

#### **4) EDUCATION AND EXPERIENCE**

Preference for a one year certificate from college or technical school, or 1 to 5 years of related experience and/or training or equivalent combination of education and experience, or a degree in a culinary field. Experience in large group or institutional cooking is strongly preferred.

#### **5) OTHER QUALIFICATIONS**

##### **Language and Math Skills**

Excellent oral and interpersonal communications skills. Ability to carry out written and oral instructions. Good organization and prioritizing skills. Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals and to apply this ability to food preparation.

##### **Other Skills**

Ability to safely operate and maintain cooking, baking and dish washing equipment.

##### **Certificates, Licenses, Registrations**

Valid Driver's License, Safe Food Serving Certification preferred (required and if not held, Wolf Ridge will support the employee to achieve certification).

#### **6) PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is required to stand and walk 95% of their shift; use hands to handle and carry; reach overhead with hands, arms and shoulders in all directions; stoop, kneel and crouch. The employee is frequently required to push floor cleaning equipment, sweep and mop. The employee must regularly lift and/or move up to 25 pounds (cases lots of food) and occasionally lift and/or move up to 40 pounds.

#### **7) WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment varies from quiet to loud. The position works in the presence of children. The position requires a favorable background screening report.

Employee is exposed to cleaning solutions, hot stoves and hot water, cold freezers, sharp utensils, and operating machinery on a regular basis. Required to stand for long periods of time. During the hot days of summer high air temperatures may be present in the kitchen.