

**JOB DESCRIPTION
KITCHEN MANAGER/HEAD CHEF**

INTRODUCTION

Each person who works at Rowe helps to create the “Rowe experience” for our guests. We work as a team to create the magic that is Rowe and each staff person holds a specific piece of that energy. The quality of the food as well as the presentation and the love and care that go into its preparation all combine to add to the richness of the Rowe experience. The atmosphere and meals provide an energy field that supports the work that is done in our programs. The vision is to provide meals that nourish the body as well as the spirit.

SUMMARY

The Kitchen Manager is responsible for the entire food service operation both during the conference season and for summer camps. This includes all aspects of the kitchen including, food preparation, supervising cooks and interns, food inventory, ordering and deliveries, kitchen and dining room cleaning (including KP), recycle disposal and composting. These tasks are shared with the Associate Chef, a work-study kitchen housekeeper (when available), cooking interns, hired chefs, and volunteers.

Meals are expected to be high quality—attractive and delicious tasting as well as nourishing. We wish to introduce participants to vegetarian cuisine in as gentle and enjoyable a manner as possible. When practical, our food is made from fresh vegetables and fruits, whole grains, and fresh local dairy products. Organic and locally and regionally produced food is preferred unless the price difference is significant. For sweeteners we use local honey and pure maple syrup, as well as refined sugar.

RESPONSIBILITIES

A. Menu Planning & Food Purchase

1. Create nutritious, delicious, and diverse menus, staying within the guidelines of the annual budget.
2. Provide for special dietary needs.
3. Develop and test new recipes.
4. Create and update a menu workbook to be used by cooks.
5. Purchase all foods

B. Kitchen

1. Ensure that all procedures meet with state requirements for food service operation.
2. Keep kitchen and dining room clean at all times.
3. Prepare and ready kitchen for inspection for summer camp.
4. Responsible for dealing with all waste created by the kitchen, including recycling and composting
5. Purchase, maintenance, and service of all necessary kitchen equipment and supplies.

C. Food Preparation

1. Head Chef, cooking 6-10 meals per week for conferences and rentals during conference season.
2. Providing coverage for Associate Chef by cooking two days per week during the summer camp season.
3. Coordinate and oversee the preparation of food by assistants during conference season.

D. Hiring and Supervisory Responsibilities

1. Hiring of additional cooks, as needed during conference season.
2. Hiring, training, and supervision of the Associate Chef.
3. Teaching, training and supervising work-study cooking interns.
4. Hiring summer cooks.
5. Facilitating a weekly kitchen meeting.

ALL STAFF REQUIREMENTS

A. Attend weekly staff meeting, non-business meetings, core staff meetings, and community councils

B. Help out during flyer parties, food deliveries, kitchen move, KP, and other community work and play projects

C. Cook community meal every other week

The Kitchen Manager will meet with the Director once per week, for the purposes of communication, planning, support, and performance assessment.

Skills required: good cooking skills, philosophy and values congruent with Rowe, supervisory ability, well organized, resourceful, able to communicate graciously with guests, good sense of aesthetics, ability to multi-focus, detail oriented while seeing the whole picture.

Work Experience: minimum of three years of vegetarian cooking experience for groups, some management experience.

Vacation Restrictions: At least one week of vacation will be taken during the summer, preferably during Sr. High camp.