

**JOB DESCRIPTION
ASSOCIATE CHEF/ SUMMER 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 Associate Chef reports to the full time kitchen manager who is responsible for the food service operation both during the conference season and for summer camps.

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. Desserts are requested for dinners and lunches. They should range in character from rich to simple. Always make available fresh fruit for snacks, cereal and granola for breakfast besides the regular breakfast.

Summer Head Chef

The Associate Chef is the on site manager for our food operation in the summer and directly supervises the summer cooks and kitchen housekeepers. The Associate Chef has decision making power for running the kitchen on a daily basis and is responsible for the overall meal preparation and service to campers and staff, including pre-camp staff.

A. Summer Kitchen Staff

1. Participate in the interviewing and hiring of the kitchen crew
2. Participate in the initial cook’s training
3. Supervise and train staff as needed
4. Delegate tasks to the kitchen staff
5. Facilitate a weekly kitchen staff meeting

B. Food Preparation:

1. Cook 10 meals per week during the summer
2. Coordinate and oversee the preparation of food by assistants

C. Food Storage:

1. Keep track of all inventory
2. Maintain safe storage conditions for all foods
3. Rotate stock to ensure fresh quality of food and no waste
4. Put away food deliveries

D. Kitchen Housekeeping

1. Maintain kitchen in a clean manner that meets Health Code regulations
2. Responsible for the overseeing of KP's
3. Be responsible for inventory, storage of food, food deliveries and composting

H. State Regulations

1. Ensure that all procedures meet with state requirements for food service operation
2. Prepare and ready kitchen for inspection for summer camp
3. Ensure that safe working conditions are maintained

CONFERENCE CENTER

The Associate Chef will work under the direction of the Kitchen Manager during the conference season. In the absence of the Kitchen Manager the Associate Chef will be the person in charge of the kitchen.

A. Food Preparation

1. Cook 6-10 meals a week on the weekend or mid-week either under the direction of the Kitchen Manager or as the lead chef as assigned
2. Prepare meals for conference leaders and other guests as assigned

B. Kitchen Cleaning

1. Responsible for cleaning of the kitchen according to the cleaning guidelines.
2. Supervise work-study intern assigned to kitchen cleaning.

ALL STAFF REQUIREMENTS

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

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

C. Cook community meal every other week

QUALIFICATIONS AND EXPERIENCE

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: No more than one week of vacation time can be taken during the camp season. Vacation and other time off must be coordinated with the Kitchen Manager and neither may be off at the same time.