8122 W. Sauk Trail * Frankfort, IL 60423
Manitoqua.org | 815.469.2319
Apply at Manitoqua.org/joinourteam

Lead Cook Job Description

Department: Operations

Reports to: Food Service Coordinator

Direct Report: Food Service Assistant

Type of Position: Part-time, seasonal, 24-40 hrs/week

General Description: The Lead Cook generally provides assistance to the Food Service Coordinator and leadership with the food service assistants in preparing and serving a top-quality dining experience to our guests and campers.

Wages and Benefits: https://cpmfiles1.com/manitoqua.org/2027-wages-benefits-posting.pdf

Duties and Responsibilities

Human Resources

1. Oversees all aspects of respective shifts
2. Directs work of food service assistants, trains and assists them when necessary

Food Management

1. Supervises and assists in preparation of all foods
2. Ensures all food preparation, safety and sanitation procedures during shift meet or exceed standards set by Manitoqua and the State of Illinois
3. Labeling and storing food after preparation or meal service
4. Provides input for the ordering of stock
5. Is conscientious of food and labor costs at all times

Dining Hall Management

1. Presents a warm and caring atmosphere for guests and staff
2. Coordinates with housekeeping to ensure quality facilities maintained

Such other duties and responsibilities as requested by the Food Service Coordinator or Operations Director

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Experience and Qualifications

Personal: Vibrant relationship with Jesus Christ, committed to the authoritative Word of God, passionate for facilitating ministries that change lives, is devoted to furthering the purpose and mission of Manitoqua Ministries, and is an active member in good standing in a church of Jesus Christ

Human Relations: Team player, good communicator and listener, effective decision maker; task driven

Education: Completed 10th grade and must be at least 16 years old

Specific Requirements

Knowledge, Skills, and Abilities

1. Must have reliable transportation
2. Physically active from light to medium type of work and in a variety of environmental conditions