SUMMER HEAD CHEF VACANCY ANNOUNCEMENT

Job Location: Rocky Ridge Music Center summer campus
465 Longs Peak Rd. Estes Park, CO 80517

Job Title: Head Chef

Report to: Executive Director

Employment Dates: May 1 to August 31, 2020

Job Description: The Head Chef directs the overall food-service operation of the residential summer music programs in providing nutritious, well-prepared meals, which are served to students, faculty, staff, and guests. This includes planning, purchasing, preparation, nutrition, serving, sanitation, security, customer service, record keeping, and training/supervising other kitchen staff and student workers. The Head Chef makes sure that the kitchen adheres to the highest levels of safety and health code standards and regulations, and cooperates with health staff to provide suitable meal options for approved special dietary needs.

Essential Duties: Manage the daily operations of food, dining service, and housekeeping & laundry for the entire summer program season. Manage the inventory, budget, and ordering of food, equipment, and supplies. Arrange for the routine maintenance, sanitation, and upkeep of the kitchen and its equipment. Work as a team member and supervisor of assistant cooks, dishwasher, and work-study students. Plan weekly menus and prepare three daily meals and snacks, and Happy Hour appetizers (adult sessions only).

Other Job Duties: Planning, preparing, and serving meals or refreshments for Sunday concert receptions and occasional special events. Opening and closing kitchen for the season.

Direct Reports: Assistant Chef, Kitchen Assistants, Dishwashers, and Work-study Students

Compensation Range: $15,000 to $17,000; full-time exempt position

Additional Benefit: Single room lodging and food from May 1 to August 31, 2020

Negotiable Benefit: Affordable winterized one-bedroom cabin available for rental from September 1 to April 30.

(cabin is equipped with a kitchenette, stacking washer & dryer, shower, and a cozy living room)

Qualifications: Experience managing budget, menus, and meals in an institutional or large food service setting. Ability to work within a budget and purchase supplies efficiently.
Effective communication skills. Ability to prepare broad range of foods to meet the needs of vegan, vegetarian, special diets, and food allergies. Knowledge of standards of food preparation and serving, storage of food, and kitchen procedures is a must. ServSafe certification required. Experience supervising staff and students. Effective management of staff hours. Experience in a residential camp setting preferred.

Physical Demands: Ability to lift and carry 30 pounds including unloading food, carrying trays of dishes, and lifting supplies and equipment as needed. Physical ability to operate kitchen equipment per safe recommendation methods. Physical mobility and endurance to perform tasks while standing for long periods of time (60 minutes or more). Ability to determine cleanliness of dishes, food surfaces, and kitchen area. To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform essential job functions.

Other: As a residential summer program, Rocky Ridge Music Center maintains a strict alcohol and drug policy. Participation in anti-sexual harassment training webinar and background check required. Appropriate attire required for safety. CPR, AED, and First Aid training is highly recommended.

Rocky Ridge Music Center is an Equal Employment Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran’s status or any other status protected by local, state or federal law.

How to Apply: Send résumé and 3 references to Megan Quilliam, Assistant Director, RRMC@RockyRidge.org

Position posted December 17, 2019 and open until filled