



FOOD SERVICES JOB DESCRIPTION

The primary responsibilities of this position are to follow company safety and sanitation policies and procedures in the preparation of food and promote an exceptional guest and visitor dining experience.

Essential Duties and Responsibilities include:

- Meal preparation and service. Ensures food is prepared according to recipe, is displayed in an attractive manner, and is ready 15 minutes prior to commencement of meal time. Ensures: a.) food line remains full and clean throughout meal time. B.) food is labeled correctly on serving line c.) food is plentiful and at proper temperature d.) salad bar remains stocked and clean during meal times.
- Able to prepare food for large groups of people.
- Confirms food deliveries are properly inventoried and stored with newer items used in proper rotation with supplies on hand. Certifies invoices are correct to order and turned into management within 24 hours. Ensures all staff are recording items in need of re-order following guidelines set by management
- Responsible to ensure Dining Hall is opened and closed properly, depending on shift, according to guidelines set by management
- Make certain Dining Hall remains clean during meal service. Ensures kitchen and dish room remain functional and clean. Responsible for cleaning grease traps and ensuring equipment is in good working order. Any issues are reported within 24 hours to management.

Other Duties and Responsibilities:

- Uniform is clean and in good condition at all times.
- Responsible to be on time and when scheduled.
- Assist Kitchen Supervisor or other kitchen employee as requested.
- Proactively work for the environmental sustainability of Ghost Ranch resources.
- Maintain a safe, effective and orderly work environment.
- Ability to work well with others and be hospitable with guests.
- Other duties as assigned.

Required Education/Experience/Skills/Physical Requirements:

- Education - High School Diploma or GED.
- Experience – Six months related experience as a cook or an assistant cook.
- Skills - Must have knowledge of food preparation, serving and kitchen procedures, including the ability to fry, boil, roast and cook proteins and vegetables. Basic baking

continued

Required Education/Experience/Skills/Physical Requirements: continued

- skills required. Proper knife skills, able to read and multiply recipes. Cook for large
- groups and prepare foods for distinct groups and those with special needs such as vegan, vegetarian, gluten-free.

Physical requirements/working conditions:

- Must be able to lift 25 – 50 pounds frequently throughout the work shift
- Must be able to spend majority of time standing, twisting, bending, pushing/pulling and kneeling.
- Hand/Finger dexterity.
- Must be able to follow written and verbal instructions.

Work Schedule:

- Non-exempt: Part-time, full-time positions available.
- Flexible scheduling.
- Weekend and/or overtime hours may be required to meet the needs of the organization.

- TO APPLY: SEND RESUME/APPLICATION TO hr@ghost ranch.org