



Missionary Society of Connecticut  
Silver Lake Conference Center

## Job Description

### Assistant Chef

Reports to: Chef

#### General Description of Duties:

Supervise a rotating team of staff members to provide food and related service for summer Conferees and Staff.

#### Principle Duties:

- Supervision of Kitchen Staff
- Cooking
- Baking
- Cleaning as required, plus supervision of daily and weekly food service cleaning schedules
- Manage all food service related activities in the absence of the Chef
- Understand and assist with the food purchasing and receiving
- Complete all duties as assigned

#### Qualifications:

- Age 21 or older.
- Supervisory experience.
- Experience in food preparation and food service.
- Knowledge of cleaning procedures and products.
- Physically fit, possessing ability to work longer hours on your feet and strength to lift 50 pounds.
- Working knowledge of State Health Laws pertaining to a food service operation.
- Ambition to support the growth of a motivated culinary team. This would include assessing staff skills and training on a regular basis.
- Ability and desire to promote a spirit filled cooking ministry at Silver Lake.

#### Specific Administrative Duties:

- Represent the kitchen's needs. Report back to the Chef daily all kitchen related information that was discussed and needs further attention.
- Attend the Sunday Staff Introduction.
- Monitor the kitchen's "Daily Timeline" and "Work Assignment" to assure a smooth flowing efficient operation.
- Understand Silver Lake's purchasing procedures. Assist in the purchasing and receiving of all product.

### Specific Staff Related Duties:

- Personally demonstrate a helpful positive attitude within the kitchen workplace. Encourage a strong Christian attitude within the Silver Lake community. Instill and perpetuate a sense of pride in the Silver Lake Food Service Ministry.
- Understand the dress code for the kitchen. Supervise the dress code for the food service staff assuring that health code regulations, personal safety, and proper kitchen image is met.
- Supervise staff to follow health codes in all aspects of food preparation, food storage, equipment sanitation, trash removal, recycling and daily composting.
- Supervise kitchen and family staffs to be aware of and follow safe work practices in the kitchen. Continue training in proper knife handling, sharpening and use procedures. Review procedures for proper storage, rotation and labeling of food. Review procedures for proper use of kitchen cleaning supplies, covering Material Data Sheets as well as possible chemical reactions. Review the safe usage of all mechanical cooking equipment in the kitchen.

### Specific Food Preparation and Service Related Duties

- Monitor quality and quantity of food and baked goods prepared to insure consistent consumer satisfaction. Use standardized recipes whenever available.
- Meet the diverse nutritional needs and preferences of Silver Lake's large and ever changing community. Show special sensitivity to food allergies and health issues. All meals should be flavorful and appealing to look at.
- Meet a demanding schedule of meals and snacks, served on time and at appropriate service temperatures. Close attention should be paid to the "Daily Kitchen Timeline" and "Staff Schedule" for job assignments. These schedules are ultimately tied in with assuring timeliness of related projects.
- Train staff with good cooking practices that will reduce unnecessary waste of food and other resources. Understand and practice proper food storage and rotation, "First in -first out"
- Understand and support Silver Lake's composting and sustainability programs
- Monitor the appearance of the cereal bar, salad bar, condiment station and beverage table, paying particular attention to the quantity and quality of the food and overall presentation. Assure that the staff person in charge of this station is fully aware of its requirements
- Coordinate the delivery of desserts to the dining room tables when needed as well as the presentation of requested birthday cakes prior to the meal period with the resource coordinator.

### Specific team building related duties:

- Promote and support the cross utilization of all Silver Lake staff members into the kitchen operation. Make all scheduled and visiting staff workers to the kitchen welcome and comfortable with their job duties.
- Understand the dietary requirements and changing preferences ( as the summer progresses,) of all the staff members. Work closely to meet these needs.

- Display sincere hospitality to the entire Silver Lake community. The kitchen staff must demonstrate respectful cooperation to all Deans, Counselors and Conferees at all times.

And above all, the Kitchen coordinator will:

- Exhibit maturity
- Be an appropriate role model
- Be self motivated
- Meet deadlines
- Work in an organized manner
- Live by the Rules and Covenant, and the policies of Silver Lake Conference Center and the Missionary Society of Connecticut.

Term of service: The dates of the assignment will be defined in a written contract. This is a seasonal position to serve summer conferences.

Compensation: Salary will be defined in a written agreement, and will be based on experience.