

Job Titles

Wisdom Keepers- 1 Head Chef and 1 Sous Chef

Name of Employer

Mile Hi Church

Supervisors Name

Dr Patty Luckenbach, Lee Carlson

Major Duties and Responsibilities:

Shop, prepare, serve and clean for the monthly Wisdom Keepers Luncheon held on the third Thursday of every month, Sept to May. Meals must be well balanced and nutritional.

Other Duties and Responsibilities:

Create and send the menu to Lee Carlson the week before Wisdom Keepers luncheon. Receive RSVP numbers from Wisdom Keepers liaison on Monday night. Shop for groceries according to numbers on Tues. At home -prep any items if necessary on Wed. Thurs deliver groceries and any pre-prepared items to MHC at 9:00 am and prepare/bake meals in disposable aluminum pans. Distribute butter, salad dressing (in paper bowls) etc on tables. (A Wisdom Keeper will set the tables with our silverware provided.) Plate salads in paper bowls and put them out on set tables. Plate desserts on paper plates and set out on the buffet line along with 10 - 12 no sugar added fruit bowls. Gather china plates in the cupboard and place them on a gray cart that will go next to the steam table. Place the gray tub and pink container on another gray cart and place it by trash bins in the community room under the stage. Prepare the steam table on high and place prepared food in it along with serving pieces. Wheel table out to the Community Room next to the buffet table and place several to-go boxes under the steam table. Serve luncheon at noon. The Wisdom Keepers will dispose of their dirty dishes and silverware in the provided tubs. After lunch has been served, wheel the steam table back to the kitchen, fill dishwashers with plates, wash the remainder of plates that won't fit and hand wash all of the silverware, which goes back into the locked cabinet. Sterilize countertops and sinks. Gather used towels (white with blue stripes) and take home to launder.

Education Qualifications:

High School diploma or above

Experience Qualifications:

Restaurant/cooking experience is preferred but not necessary

Other Qualifications:

Able to calculate amounts of food to purchase based on RSVP numbers. Exceptional organizational skills are necessary. Friendly disposition and attitude working with others and serving the Wisdom Keepers is required.

Key Competency Required:

Able to cook for large groups of people, incorporating knowledge of nutritional and balanced meals

Mathematical skills

Organizational skills

Excellent customer service skills

Physical Requirements

Must be able to stand for long periods of time, climb a step ladder to reach supplies if necessary, and be able to lift 10 pounds

Position Summary

Head chef and sous chef to shop, prepare, serve and clean for Wisdom Keepers luncheon held on the 3rd Thursday of each month starting in September and ending the season in May.

Other

There is a locked metal cabinet with supplies and a locked tool box with cooking and serving utensils available for preparation. Email grocery totals on Wed and submit original grocery bills to Lee Carlson on Thurs.