



Head Cook – job overview

Overview of Duties and Responsibilities:

Food Preparation

- Food prep and cooking for a variety of age groups and group sizes
- Help lead and mentor staff in food preparation, cooking and presentation
- Intake food deliveries and ensure proper storage

Cleaning

- Clean kitchen after meals including dishwashing, food storage, sweep, mop, garbage
- Keep kitchen clean through regular cleaning and periodic deep cleans

Menu planning/food ordering

- Assist Food Service Manager in developing menus as needed
- Occasionally assist in food ordering as needed

Continuing Education

- Attend workshops and seminars to continually add culinary skills and menu ideas

Requirements and Qualifications:

- Up-to-date food handling and food safety certification(s) preferred
- 3 years minimum experience as a cook/chef
- Ability to work flexible hours including mornings/afternoons/evenings and weekends
- Ability to lead, motivate and delegate
- Ability to work under pressure
- Positive, flexible attitude

Compensation:

- Full-time hourly employee
- Hourly wage is \$14
- 10 annual Holidays
- 3 weeks annual PTO (Paid-Time-Off)
- Full Health Care Plan
- Option to purchase Dental Health Care
- Employer retirement IRA match of 3%
- Opportunity to attend various trainings throughout the year

To Apply:

Send letter of resume (or [job application](#)) with contact information to:

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