

# WORLD FELLOWSHIP CENTER

P.O. Box 2280

Conway NH, 03818

[www.worldfellowship.org](http://www.worldfellowship.org)

## **Position: Head Cook**

### **About The Organization:**

WFC is an intergenerational, educational, rustic retreat center in a camp-like environment that promotes peace and focuses on social justice programming. It is set in the spectacular natural beauty of New Hampshire's White Mountains. Since 1941, World Fellowship has been a hub of progressive activity in the Northeast and a space for brave and challenging conversations; a multigenerational vacation destination that offers regeneration of mind, body, and spirit beside a pristine woodland lake in the shadow of Mount Chocorua.

### ***Mission and Vision***

World Fellowship Center promotes social justice and connections between people, communities, and nature through education, recreation, and creative expression. We envision a world where people are deeply rooted in their shared humanity and the pursuit of justice.

World Fellowship Center is an equal opportunity employer - we encourage and celebrate diversity in all forms and are committed to holding a healthy, brave, collaborative space for staff and community.

### **Position Summary:**

The Head Cook is responsible for overseeing the kitchen in all aspects of meal preparation for three buffet or family style meals a day, accommodating up to 100 guests and 25 staff, from mid June to early September. This position sits on senior staff and collaborates with the Executive Director and other leadership positions, reporting directly to the Staff/Personnel Coordinator.

The Head Cook contract is from early/mid June - mid September. Priority is given to candidates who will be available for that entire window.

### **Key Responsibilities:**

- Alongside a kitchen team, prepare meals for up to 120 people, including alternative meals with dietary restriction.
- Coordinate closely with the Dining Services Manager and Second Cook to operate food services. Coordinate and collaborate with senior staff, department leaders, summer staff, and vendors.
- Supervise a kitchen crew of about three people. This includes creating a weekly schedule, giving daily assignments, and overseeing project quality. Work with the Staff Coordinator to assign roles to kitchen crew members, such as second cook or baker. Distribute weekly kitchen schedule to necessary parties as directed.
- Supervise the staff and volunteers assigned to dining services each day - this includes creating a schedule, giving daily assignments, and overseeing quality.

- Support other senior staff members in training and orienting crew members to best practices and procedures. As needed, schedule for breaks and meals, create team building opportunities, and support the needs and well being of the staff.
- Ensure compliance with all state regulations relating to labor and safety
- Ensure the cleanliness and order of the kitchen and kitchen equipment, as well as safe and appropriate storage of food.
- Maintain an appropriate inventory of food and supplies; order all food and kitchen supplies and work within the designated budget as given by the Executive Director and Staff/Personnel Coordinator.
- Develop and execute WFC's menu with oversight and input from the Executive Director and Staff/Personnel Coordinator to ensure alignment with WFC's values and mission.
- Coordinate seasonal setup and shutdown of the food service department.
- Attend and participate in weekly staff meeting and weekly senior staff meeting.
- Additional duties as assigned.

### **Qualifications:**

- Commercial kitchen experience, with knowledge of plant and grain-based menu options as well as accommodations of specialty dietary needs
- Experience supervising staff, volunteers, or student workers
- Alignment with World Fellowship's mission and vision and a desire to work alongside a team striving for a more just world
- Strong communication and collaboration skills
- Time management skills and a desire for efficiency
- Ability to receive feedback while remaining collected and approaching interactions with a desire to problem-solve
- Ability to move across campus, indoors and outdoors, multiples times per day including frequent stair use
- Lift and carry up to 50 pounds (Carry up to 25 pounds while ascending stairs)
- Have a current COVID-19 vaccine
- Good humor, patience, and grace

### **Desired Skills and Qualities:**

- ServSafe certification, with a strong focus on knowledge of common allergens, buffet and family style services, and COVID safety in congregate settings
- Experience in a conference center or camp dining
- Formal, or the equivalent of, culinary training

### **Compensation:**

\$750-\$800 weekly salary, depending upon experience. Room and board provided.

2022 is an exciting year for WFC with a new Executive Director and leadership team. We hope to have a team that is as committed to the social justice mission of the organization as we are.

### **Application Instructions:**

**[Please fill out this google form.](#)** If you have any questions or difficulties with the form, please contact [hiring@worldfellowship.org](mailto: hiring@worldfellowship.org).