

Position Description

Head Chef



Classification: Full-time Exempt (Salaried) Employee

Reports to: Facilities Manager

Job Duration: May 20 – September 16; dates will be mutually agreed upon

Work Schedule: 40 hours per week; includes evening work

Summary:

Denali Education Center is a non-profit organization and partner of the National Park Service. Our mission is to promote understanding and appreciation of Denali through informative and inspiring programs. Our 10-acre campus is home to 12 guest cabins, a combined classroom and dining hall, and a lecture hall. Typical group sizes range from 20 to 34 guests who stay with us for six nights and are provided three meals per day. We operate residential programs in cooperation with educational groups and organizations, primarily Road Scholar. In addition, we offer youth programs, evening events, lectures, and community programs. Denali Education Center is a diverse organization with its roots firmly planted in the local community, and Denali National Park and Preserve.

A positive dining experience is critical to the success of our programs. The Head Chef is responsible for overseeing and assisting all areas of food service on campus, supervising the kitchen staff team, and ensuring preparation and presentation of food for Denali Education Center guests. The *primary* responsibility is daily food preparation and service for our residential programs; responsibilities also include youth programs and occasional special events.

Position Responsibilities:

- Supervise kitchen staff; offer training and suggestions for improving menu items
- Create weekly staff schedules
- Order food and kitchen supplies for all meals, working with local vendors and suppliers whenever possible
- Ensure that all food is prepared and stored according to Alaska Department of Environmental Conservation guidelines
- Ensure sufficient, high-quality food is prepared for each meal/event for all guests, including special requests and dietary restrictions
- Must be willing to engage with guests and staff comfortably; the head chef must be present at program orientations to greet guests and discuss dietary needs one-on-one as needed to understand allergies and restrictions
- Must maintain a clean, organized kitchen at all times
- Work with the campus staff (Program Manager, Youth Program Manager, Program Coordinators, Event Coordinator) to ensure food for all programs and events is ordered and prepared on time
- Identify and resolve minor maintenance issues in all kitchen facilities; communicate any issues with maintenance staff
- Attend weekly staff meetings as schedule allows
- Assist with on-campus events as needed
- Other shifts and duties may be assigned to ensure that all staff is familiar with campus resources, and DEC's suite of youth and adult programs
- Assist DEC's sustainability efforts by actively recycling and composting, sorting recyclables into the proper bins for collection. Use environmentally-friendly products when possible, and purchase items with minimal packaging in mind. Continually help

educate guests about DEC's efforts to recycle and compost, encouraging them to participate

Qualifications:

- 5+ years of cooking and food preparation experience
 - MUST COOK from scratch including gluten-free, dairy-free, vegetarian – tasty, flavorful, and delicious meals
 - Passion for food with the desire to create meals that inspire as well as satiate
 - Creative cooking ability with a desire to develop new and healthy menu options using locally-sourced ingredients whenever possible
 - Celebrate local foods in our menu, helping to educate about the importance of buying local ingredients and eating real food
- Experience supervising staff, strong preference for candidates with kitchen supervision experience
- Ability to work independently with creative problem-solving skills
- Possess the communication skills, and flexibility, to work in a collaborative environment that includes other staff, presenters, guests, volunteers, and the community
- Ability to lift 50 lbs. and stand for extended periods
- Must have these current certifications or willingness to obtain: Alaska Servsafe Manager Certification, current CPR and First Aid Certifications

Preferred Skills:

- Valid driver's license, and a clean, insurable driving record
- 21+ years of age preferred

Compensation:

- Starting salary is \$1600 per bi-weekly pay period; negotiable depending on experience and performance
- Program tips are pooled and dispersed upon completion of the summer contract
- Private housing may be available for a nominal fee (\$200/month). Employee kitchen and shower facilities are shared and maintained with other employees

Disclaimer:

This Position Description reflects Denali Education Center's best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude the opportunity for modifications, providing reasonable accommodation.

The full-time Head Chef schedule will generally follow a 5-day work week, however, weekends are not guaranteed (especially at the beginning of the season during start-up and training) and may change depending on program and campus needs.

To Apply: Qualified candidates should send a resume, letter of interest, and references to Jill Boelsma, jill@denali.org.