

# Kitchen Job Description

	KITCHEN MANAGER	KITCHEN COORDINATOR
# OF POSITIONS	1	2
SUMMARY	<ul style="list-style-type: none"> <li>The Kitchen Manger is in charge of serving quality food to the students and staff on a daily basis.</li> <li>Lead and manage the Kitchen Coordinators and other staff who are assisting in the Kitchen.</li> <li>Supervise that all safe food handling protocols are being followed and the facilities is cleaned to health code standards.</li> <li>In charge of inventory of food and kitchen supplies.</li> <li>Manage the kitchen budget.</li> <li>If trained as High Trails Instructor, will rotate through weeks as Field &amp; Cabin Instructor.</li> </ul>	<ul style="list-style-type: none"> <li>The Kitchen Coordinator is in charge of serving quality food to the students and staff on a daily basis when they are scheduled to work in the kitchen.</li> <li>Take lead on preparing and serving food and cleaning facilities when the Kitchen Manager is not present.</li> <li>Coordinators assist the kitchen manager in overall meal preparation and presentation, as well as being in charge of kitchen maintenance and cleaning.</li> <li>If trained as High Trails Instructor, will rotate through weeks as Field &amp; Cabin Instructor.</li> </ul>
COMPENSATION	<ul style="list-style-type: none"> <li>Wage and benefits based upon Level system.</li> <li>Base wage is current level plus \$30/day</li> <li>Housing provided. Utilities are not covered</li> <li>Board when program in session</li> <li>Eligible for seasonable bonus program after three seasons of employment. Dependent on individual performance review, team effort, customer evaluations, and profitability of High Trails as a business. (estimated to be \$800-\$1,000 seasonally)</li> </ul>	<ul style="list-style-type: none"> <li>Wage and benefits based upon Level system.</li> <li>Base wage is current level plus \$15/day</li> <li>Housing provided. Utilities are not covered</li> <li>Board when program in session</li> <li>Eligible for seasonable bonus program after three seasons of employment. Dependent on individual performance review, team effort, customer evaluations, and profitability of High Trails as a business. (estimated to be \$500-\$700 seasonally)</li> </ul>
PROGRAM SCHEDULE	<p><b>As Field/Cabin Instructor:</b> Based on schedule.</p> <p><b>As Manager:</b>  1st Day: 7:30am - 8pm, 1.25 shift  Daily: 6am – 11am, 3pm - 8pm, Single Shift  Split Starts: 6am– 8pm, 1.5 shift  Last Day: 6am - end of admin meeting, 1.25 Shift</p> <p><b>NOTE:</b> times are dependent upon skill and effort of employee, weather, and other factors. <i>Hours are subject to change as program needs dictate.</i></p>	<p><b>As Field/Cabin Instructor:</b> Based on schedule.</p> <p><b>As Coordinator:</b>  1st Day: 7:30am - 8pm, 1.25 shift  Daily: 6am – 11am, 3pm - 8pm, Single Shift  Split Starts: 6am- 1pm, 3pm – 8pm, 1.25 shift  Last Day: 6am - end of admin meeting, 1.25 Shift</p> <p><b>NOTE:</b> times are dependent upon skill and effort of employee, weather, and other factors. <i>Hours are subject to change as program needs dictate.</i></p>
START DATE END DATE	<ul style="list-style-type: none"> <li>Start date is one work days before the 1st day of staff training. End date is the last day of regular program.</li> </ul>	<ul style="list-style-type: none"> <li>Start day is one work day before the 1<sup>st</sup> day of program with students. End date is the last day of regular program.</li> </ul>
KITCHEN DUTIES	<ul style="list-style-type: none"> <li>Ensure kitchen meets or exceeds health department requirements.</li> <li>As per Kitchen Guide, available on SW</li> <li>Management of other kitchen personnel.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure kitchen meets or exceeds health department requirements.</li> <li>As per Kitchen Guide, available on SW</li> </ul>
SCHOOL DUTIES	<ul style="list-style-type: none"> <li>School liaison; communication with teachers of food related program needs.</li> </ul>	<ul style="list-style-type: none"> <li>School liaison; communication with teachers of food related program needs.</li> </ul>
PROGRAM DUTIES	<ul style="list-style-type: none"> <li>With kitchen team; present weekly kitchen information, education, and reminders to staff.</li> <li>Secondary staff supervision and discipline.</li> <li>Support staff as needed.</li> <li>Maintains project areas</li> </ul>	<ul style="list-style-type: none"> <li>With kitchen team; present weekly kitchen information, education, and reminders to staff.</li> <li>Secondary staff supervision and discipline.</li> <li>Support staff as needed.</li> <li>Maintains project areas</li> </ul>
SITE DUTIES	<ul style="list-style-type: none"> <li>Secondary communication with facility personnel</li> <li>Support facility personnel as needed</li> </ul>	<ul style="list-style-type: none"> <li>Secondary communication with facility personnel</li> <li>Support facility personnel as needed</li> </ul>
PROJECT DUTIES	To Be Determined, in addition to regular duties	To Be Determined, in addition to regular duties
REQUIREMENTS	<ul style="list-style-type: none"> <li>ServSafe Manager certification.</li> <li>A valid driver's license</li> <li>The ability to work and think independently AND follow directions.</li> <li>The energy, organizational ability and desire to be responsible for the program, safety and welfare of students, teachers and staff at High Trails to the extent of employee's certification and training.</li> <li>Should show evidence of the following personal characteristics: a willing attitude, positive outlook, concern for students &amp; staff safety, good interpersonal skills, decision making skills, maturity, integrity, creativity, adaptability, flexibility, high energy, proactivity and approachability.</li> <li>Ability to learn and efficiently use a computer, the internet, and any required tool or technology.</li> </ul>	<ul style="list-style-type: none"> <li>Food Handlers certification. High Trails will provide.</li> <li>The ability to work and think independently AND follow directions.</li> <li>The energy, organizational ability and desire to be responsible for the program, safety and welfare of students, teachers and staff at High Trails to the extent of employee's certification and training.</li> <li>Should show evidence of the following personal characteristics: a willing attitude, positive outlook, concern for students &amp; staff safety, good interpersonal skills, decision making skills, maturity, integrity, creativity, adaptability, flexibility, high energy, proactivity and approachability.</li> <li>Ability to learn and efficiently use a computer, the internet, and any required tool or technology.</li> </ul>

**JOB  
DESCRIPTION  
NOTE**

This job description is in addition to the basic Instructor Job Description Qualifications and Requirements posted on our website.

This job description is in addition to the basic Instructor Job Description Qualifications and Requirements posted on our website.