Job Title
Chef

Reports To
Hospitality Director

Wage Category
Exempt (Full-time salary), $35,568 annually.

Supervises
Sous Chef, Cooks, Dishwashers

Summary
Under the direction of the Hospitality Director, the Chef is responsible for advancing the mission of Pretty Lake through culinary services. The mission of Pretty Lake is to provide life-changing experiences through free summer camp and experiential learning. Primary function is to advance the culinary operations in a manner that promotes experiential education, healthy eating, and a just, inclusive, and compassionate world by developing intentional menus and making intentional food purchases. Works closely with other staff to plan and execute a nutritious, presentable, and cost effective culinary program. This job is conducted according to the Pretty Lake policies and procedures as well as local, state, and federal regulations and laws and the American Camp Association standards.

Essential Functions
1. Manages culinary operations to ensure a culture of fresh, healthy, and sustainable foods and scratch cookery is integrated into the Pretty Lake experience for campers, program participants, guests, and staff whenever possible.
2. Ensures that standards are met according to the Pretty Lake's policies and procedures as well as local, state, and federal regulations and laws and the American Camp Association standards.
3. Ensures that available resources are used efficiently and sustainably.
4. Works with the Hospitality Director and other department directors to plan menus for summer camp sessions, Adventure Centre clients/groups, and retreating guests. Has responsibility for all aspects of food service, including but not limited to food purchasing and production for said groups. Works collaboratively with all Pretty Lake staff to complete all responsibilities.
5. Develops and improves Standard Operating Procedures to achieve greater efficiencies and to increase sustainability and effectiveness.
6. Upkeeps kitchen equipment in collaboration with the Facilities team; identifies and recommends needed equipment improvements to the Hospitality Director.
7. Consults with the Hospitality Director to formulate short-term and long-term plans and strategies for the culinary program that align with the mission of Pretty Lake.
8. Recruits, trains, and manages kitchen staff with the support of the Hospitality Director.
9. Occasional outdoor work related to the culinary program.
10. Required to work some nights, weekends, and early mornings as dictated by the needs of the culinary program.
11. Demonstrates good judgement; considers potential factors when making decisions.
12. Completes all job duties and functions in a hospitable and inclusive manner.
13. Completes other duties as required for the continued improvement of the culinary program and Pretty Lake as a whole.
Non-essential Functions

1. Tracks and reports the use of local food sources by volume and percentage.
2. Partners with the local food community to build relationships and maximize internship, workshop, and educational opportunities. Maintains a visible public presence by participating in public relation programs and events; coordinates special events with other departments.
3. Develops workshops, classes, and other educationally focused, awareness generating programs related to fresh, local foods and healthy eating that promote a just world to be provided to campers and the community at large.

Required Qualifications/Job Specifications

1. 21 years of age or older.
2. ServSafe Manager and Allergen certifications or the willingness to obtain.
3. Valid driver's license.
4. 2 years of relevant experience.
5. Strong communication skills. Must be able to exchange accurate information in a fast-paced work environment and in other situations as needed.
6. Understanding of basic mathematical concepts (addition, subtraction, multiplication, and division), the application of these concepts, and their use in a culinary setting.
7. Ability to lead by example; ability to work independently and without direct supervision.
8. Experience working with diverse constituents and with historically marginalized populations.
9. Ability and willingness to remain adaptable to changing conditions.
10. Frequently moves food items weighing up to 50 pounds and transfers to appropriate storage locations.
11. An average 40 hour work week is expected over the course of the calendar year. The required workload and hours will increase during summer camp sessions, Adventure Centre programming, and retreating events.
12. Must be able to remain in a stationary position up to 75% of the time.
13. Must be able to move about the kitchen, Dining Hall, and between the Main Office and Dining Hall consistently and across Pretty Lake grounds occasionally.
14. Regularly prepares food for consumption and/or operates a computer and other office equipment.
15. Effective word processing and spreadsheet skills using applications such as Microsoft Word, Microsoft Excel, Google Docs and Google Sheets; generally effective technological skills.
16. Must be able to distinguish between sweet and savory flavors generally and discern between sweet, salty, bitter, sour, and umami flavors specifically.
17. Must be able to detect and distinguish between a variety of food textures.
18. Able to make informed and thoughtful judgements consistently.
19. Must have a thorough understanding of potential dietary accommodation requests, such as vegan, vegetarian, and allergen free diets.

This description reflects Pretty Lake's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned.

How to Apply
Email resume and cover letter Paul Vugteveen at paul@prettylakecamp.org or mail to Paul Vugteveen at Pretty Lake Camp, 9123 Q Ave, Mattawan, MI 49071.