



“We will love God, One Another, and the Earth  
by providing sanctuary, practicing hospitality, and performing ministry.”

Job Title: Guest Services Cedar Valley – Lead Cook

Basic Function: Provide consistent, high-quality meals to guests, and for special events at Cedar Valley. Meals are prepared per accepted food handling standards and served attractively with appropriate garnishes. This position includes helping in the reception areas as needed and occasional housekeeping. Each staff person is a member of a team to fulfill our mission and satisfy our guests.

Work Schedule: This full-time position requires a flexible schedule including holidays and weekends.

Responsibilities:

- Provide a warm, welcoming, and friendly atmosphere for guests.
- Prepare and serve meals for guests as well as special functions.
- Develop menus and make plans for preparation and food ordering in consultation with the Managing Director and/or Guest Services Manager.
- Able to read and follow recipes. Able to convert recipes to fit the needs of special diets. Including the ability to perform mathematical functions to accurately determine amounts of food to prepare, to climate waste in over production.
- Receive and store food deliveries, per established procedures and maintain inventory and appropriate stock level of food and all related supplies.
- Must be able to operate a variety of food service equipment including, but not limited to, steam jacketed kettle, steamer, convection oven, cook and hold oven, slicer, mixer, proofing box, grill, coffee maker, blender, food processor and dishwasher. Able to safely handle knives and all equipment to prevent injury.
- Keeps kitchen and work area clean and sanitized (i.e., but not limited to, wash dishes, mop kitchen floor and wipe down cooler fronts daily.) Maintain cleanliness of dining room before and after meals have been served.
- Properly clean and maintain kitchen equipment. Inform Director/Guest Services Manager of malfunctions and/or completes work orders for needed parts.
- Coordinates work duties of other dining services staff in consultation with the Guest Services Manager.
- Trains new dining staff in the operations of the kitchen as well as proper use of equipment, safety measures, proper food handling and storage and department expectations.
- Use aseptic technique for purpose of infection control; this includes good hand washing techniques, cleaning procedures and infection control policies.
- Keep staff bathroom clean.
- Assure security of department by locking kitchen doors, storeroom, and all doors in the department. Place keys in designated area before leaving. If last person working, lock all doors, including gift shop, and turn off appropriate lights.
- Ability to stand or walk majority of eight-hour work shift and move and handle heavy trays, carts, etc.
- Ability to discern colors of fire panel, warning labels and lights.
- Provide assistance as needed in answering phone, greeting guests, and helping in gift shop.
- Adhere to departmental, building and Cedar Valley policies, procedures, and philosophies, including dress code.
- Maintain confidentiality of all guest information and assure guests rights and privacy are protected at all times.
- Any other duties as assigned by Managing Director/Guest Services Manager.

Additional Responsibilities as Needed and Time Permits:

- Clean guestrooms and log house including making beds, dusting, vacuuming, cleaning bathroom, and emptying wastebaskets.
- Clean public lobbies, meeting rooms and restrooms.
- Clean hallways, stairwells, and handrails.

POSITION QUALIFICATIONS:

- Accountability – Ability to accept responsibility and account for his/her actions.
- Autonomy – Ability to work independently with minimal supervision.
- Business Acumen – Ability to grasp and understand business concepts and issues.
- Communication, Oral/Written – Ability to communicate effectively with others using the spoken word.
- Creative – Ability to think in such a way as to produce a new concept or idea.
- Customer Oriented – Ability to take care of the customers’ needs while following company procedures.
- Detail Oriented – Ability to pay attention to the minute details of a project or task.
- Enthusiastic – Ability to bring energy to the performance of a task.
- Friendly – Ability to exhibit a cheerful demeanor toward others.
- Innovative – Ability to look beyond the standard solutions.
- Patience – Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Time Management – Ability to utilize the available time to organize and complete work within given deadlines.
- Must be able to pass a background check.

**PHYSICAL DEMANDS**

**Physical Abilities**

Stand	C (Constantly)	<b>LIFT/CARRY</b> 10 lbs. or less	C (Constantly)
Walk	C (Constantly)	11-20 lbs.	F (Frequently)
Sit	O (Occasionally)	21-50 lbs.	F (Frequently)
Handling/Fingering	F (Frequently)	51-100 lbs.	O (Occasionally)
Reach Outward	F (Frequently)	Over 100 lbs.	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	<b>PUSH/PULL</b>	
Climb	O (Occasionally)	12 lbs. or less	F (Frequently)
Crawl	O (Occasionally)	13-25 lbs.	F (Frequently)
Squat or Kneel	O (Occasionally)	26-40 lbs.	O (Occasionally)
Bend	F (Frequently)	41-100 lbs.	O (Occasionally)

- N (Not Applicable) Activity is not applicable to this occupation.
- O (Occasionally) Occupation requires this activity up to 33% of the time (0 – 2.5+ hrs/day)
- F (Frequently) Occupation requires this activity from 33% - 66% of time (2.5 – 5.5+ hrs/day)
- C (Constantly) Occupation requires this activity more than 66% of the time (5.5 = hrs/day)

NAME (Please print): \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by Managing Director/Guest Services Manager as deemed appropriate.

EEO Statement: UCCI is an Equal Opportunity Employer that does not discriminate based on actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state, or local laws. Our leadership team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.