



Silver Bay YMCA

Position: Lead Cook

Position reports to: Kitchen Manager & Food Service Director

Classification: Seasonal/Non-Exempt

General Function: The Lead cook manages, under the supervision of the Kitchen manager, all functions of food preparation, execution of the selected menu, preparation of product order, and manage inventory.

Supervision: Cooks, Prep Cooks, and Dish Room Employees.

- Know How:**
- Minimum of two years experience working in food service management in a leadership capacity
 - One year of ordering and inventory control
 - Extensive knowledge of the proper usage of kitchen related equipment
 - Excellent human relation skills, good organization skills, and communication skills
 - Basic computer skills
 - The ability to articulate YMCA's four core values of Caring, Honesty, Respect, and Responsibility

- Principle Activities:**
- Lead a team that is focused on consistently providing excellent customer service while executing YMCA core values.
 - The Lead Cook will assist the Kitchen Manager in the training of staff.
 - The Lead Cook is responsible for the cleanliness of the kitchen, coolers and loading dock where orders are received.
 - Assisting in ordering product and monitoring inventory, food deliveries, and special functions.
 - Monitor, track and control production and waste.
 - Maintain NYS Department of Health guideline and laws of cleanliness, organization, sanitation, and safety.
 - Report all accidents and incidents involving self and staff and guests
 - Maintain personal hygiene and personal sanitation
 - As a 24-hour operation all staff may be asked to work weekend, evening or night shifts and/or holidays in order to serve our members, guests, and program participants.

Submit Applications to: clastowski@silverbay.org



87 Silver Bay Road, Silver Bay NY 12874
P 518.543.8833 or 1.888.758.7229
www.silverbay.org