

Position: Kitchen Manager

About Us: Silver Bay YMCA Conference & Family Retreat Center was founded in 1902 and is in Silver Bay, NY. Its 700-acre campus along one mile of Lake George shoreline offers a wide breadth of programs for all people and ages. Silver Bay YMCA presently employs ~50 full-time staff members plus a seasonal staff of ~200. Silver Bay YMCA is consistently ranked one of the top ten family reunion sites in the country and is on the National Register of Historic Places with the U.S. Department of the Interior. Silver Bay is engaged in various on-going modernization projects, including the newly opened \$14 million William Boyd Center. As a mission-based organization, Silver Bay YMCA offers a broad range of community outreach programs.

Mission: To foster relationships, strengthen communities and nurture spirit, mind and body for all

Impact: Because of Silver Bay YMCA, connections between people and family are stronger. People are more connected, respectful, and caring. They have the confidence to develop to their full potential and to positively impact the communities in which they work and live. As a result, communities are more dynamic, inclusive and diverse. As stewards of Lake George, we inspire people to be stewards of the environment while they are visiting our magnificent campus and in their home communities.

Classification: Full-Time/Non-Exempt

Salary and Benefits: \$19.75 - \$24.00...Salary commensurate with experience. Excellent benefits package including health insurance, dental and vision insurance, retirement, paid time off and more.

Application Deadline: Applications accepted until the position is filled. Interviews for qualified applicants will begin immediately. Applications accepted until the position is filled. Interviews for qualified applicants will begin immediately.

Supervision: Lead Cook, Cooks, Prep Cooks, Bakers

Job Description: We are looking for a creative and qualified Kitchen Manager/Head Chef to supervise daily kitchen operations. This position's responsibilities include supervising the food preparation and cooking, maintaining a fully-stocked kitchen inventory, complying with safety and cleanliness standards and training of cooks/prep cooks/utility staff to perform at the expected level. To be successful in this role, you should be able to manage our kitchen staff and guide them to deliver quality food on time with a hands-on active approach. The ideal candidate will have proven culinary and management experience, In addition to being an excellent communicator, you should also demonstrate outstanding leadership and organizational abilities.

Qualifications:

- Proven work experience as a Kitchen Manager or Head Chef
- Hands-on experience with planning menus and ordering ingredients
- Extensive knowledge of the proper usage of kitchen related equipment
- Knowledge of a wide range of recipes
- Knowledge of kitchen sanitation and safety regulations
- Excellent communication and organizational skills, conflict management abilities, customer service practices, and problem-solving abilities

Principle Activities:

- Ability to manage a team in a stressful and fast-paced work environment
- Certification from a culinary school or degree in Restaurant Management is a plus
- Manage and positively motivate kitchen staff of over 20 individuals
- Coordinate food and supply orders
- Supervise food prep and cooking, ensuring safe food practices are followed
- Price catering menu items in collaboration with the Food Service Director
- Implement cost control methods to ensure adherence with budgetary standards
- Assist with budgeting process and forecasting of monthly expenses
- Menu development for year-round operations as well as banquet/catering
- Train kitchen staff on prep work and food plating techniques
- Store food products in compliance with NYS Department of Health guideline and laws of cleanliness, organization, sanitation, and safety (e.g., in refrigerators)
- Assist with scheduling kitchen staff shifts
- Maintain sanitation and safety standards in the kitchen area
- Communicate efficiently and clearly with other kitchen personnel, front-of-house staff, management, vendors, and customers daily and maintain a calm and controlled demeanor during stressful situations or critiques
- Build valid internship programs in collaboration with the Food Service Director
- 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 participant