

**Position:** Lead Cook

**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:** \$17.75 - \$21.25...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:** Cooks, Prep Cooks, and Dish Room Employees.

**Job Description:** 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. The incumbent must possess and work within the NYS Department of Health guidelines and laws.

**Qualifications:**

- Minimum of two year's 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.
- Develops menus and recipes for meals.
- 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.