

## Position Description



Title: Lead Cook – Dining Services  
Date: May 2022  
Reports To: Culina Manager

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**BASIC FUNCTION:** This position is responsible for managing the daily operations associated with the kitchen in support of the mission of the Shrine of Our Lady of Guadalupe and in service to the many pilgrims who visit the Shrine.

### **PRINCIPAL ACCOUNTABILITIES include but are not limited to:**

1. Ensures that a high degree of hospitality is given to each pilgrim and employee.
2. Assists in creating a work environment which manifests the mission of the Shrine.
3. Supervise other kitchen staff and delegate job duties as appropriate.
4. Ensures cleanliness of kitchen, storage and walk-in coolers and freezers. Follow all *Safe-Serve*, county, and state health department regulations.
5. Prepare all food ordered; including but not limited to orders off the menu, daily soups, daily specials, weekend buffets and group special orders. Ensure food is served in a timely manner and with excellent presentation. At the end of the day, ensure food is prepped for the following day.
6. Maintains proper inventory for all food and supplies, including but not limited to ordering food, performing monthly inventory control, and pricing checks; checking-in all shipments from vendors and ensuring all products are received and are of acceptable quality.
7. Fulfills other duties as assigned.

### **QUALIFICATIONS:**

The incumbent must possess sufficient knowledge/experience to manage the daily operations of the kitchen facility. Previous experience in various aspects of kitchen operations, cost control and supervision are necessary. A positive attitude, excellent interpersonal and communication skills are needed as this position entails developing staff and fostering a positive work environment. Skills may have been attained through formal education or significant related experience. A culinary degree is preferred. Knowledge of safety precautions common to the food service trade and knowledge regarding hygiene and sanitary precautions common to the food service trade is necessary. The ability to read and

understand instructions and recipes is necessary. The ability to perform under pressure is necessary. The incumbent must also be able to interact with pilgrims and discuss/explain the apparitions of Our Lady of Guadalupe and other religious aspects of the Shrine. Incumbent must possess a valid driver's license to run errands and/or hand-deliver material as required.

### **TYPICAL PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

- Must be able to stoop, sit, stand, push, pull and stretch consistent with restaurant kitchen environment.
- Must be able to lift 50 – 75 pounds.
- Must be able to drive to various locations as required.
- Must be able to use standard office equipment such as computer, telephone, fax machine and POS system to perform the necessary related administrative tasks.
- Must be able to operate and clean a variety of specialized food service equipment, i.e., coffee maker, automatic dishwasher, commercial ovens and mixer, meat slicer and steam tables.
- Culina Mariana will provide one chef coat to be always worn when working in the kitchen. The coat is the property of Culina Mariana and should be returned at the end of your employment. If you would like to purchase additional chef coats you are able to do this through Culina Mariana. It is your responsibility to ensure the chef coat is kept clean and in good condition.

Approved:

Personal Committee

Board of Directors – Personnel Committee Report