



## LUPUS FIGHTERS OF AMERICA FOUNDATION

### JOB DESCRIPTION

**TITLE:** Head Chef/Cook

**SUPERVISOR:** Event Director

**EMPLOYEE CLASSIFICATION:** Regular, Seasonal, Per Event, Full-Time, Part-Time (4 to 40 hrs per week)

**STARTING WAGE:** Volunteer Position No Compensation - College Credits & Employer Grant Hours/Credits  
(If hired as permanent staff - \$12 to \$20/hr)

**PRIMARY PURPOSE:** The Head Chef/Cook is responsible for the production and service of the lunch time meals for participants of our events. The Head Chef/Cook will participate in and oversee the food production, cooking and service for daily operations in a safe and sanitary manner. This position reports to and works closely with the Event Director to achieve quality menus and service with portion controls, proper inventory and ordering controls, and maintenance of the work area.

The Head Chef/Cook is responsible for supervising and assigning production, cooking and cleaning duties to assistant sou chefs/cooks/kitchen prep and the like.

#### **ESSENTIAL FUNCTIONS:**

1. Prepare/oversee preparation of the meals and portion control to meet the needs of the people, program and supervisor expectations.
2. Use standardized recipes and assure timely distribution of all meals.
3. Maintain a sanitary and safe environment, including the cleanliness of the kitchen area, supply rooms, dining area, and any equipment and utensils used for the preparation, serving, and disposal of food and oversee sanitary work practices of all food handlers.
4. Follow Federal, State and local health and safety regulations. Must have all appropriate permits, health cards and any other documents required by Nevada Health Department on you at all times.
5. Prepare food and supplies, maintain inventory of all items, and accurate documentation of meals served.
6. Assist in maintaining an effective meal cost control.
7. Organize and supervise the work of all LFOA kitchen personnel, volunteers and hospitality staff in relation to food preparation, cooking, serving, and clean-up.
8. Responsible for seeing that unauthorized individuals are restricted from the kitchen (area) premises.
9. Knowledge of proper use and care of all kitchen equipment, BBQ grills and Smokers.
10. Work cooperatively with all internal and external customers to support the mission of Lupus Fighters of America throughout Nevada.

#### **INCIDENTAL FUNCTIONS:**

Attend meetings and activities when applicable as needed by supervisor.

**EDUCATION, EXPERIENCE, SKILL\ABILITIES NECESSARY TO PERFORM ESSENTIAL FUNCTIONS:**

**Education:** High School Diploma or equivalent. College/University Culinary Graduate is a plus, not required.

**Permits/Licenses:** Health card and or Catering License/Permit or obtain the proper certification/permits 15 days before event date.

**Experience:** Minimum one year experience in quantity food or restaurant food preparation with at least one year being in a supervisory position.

**Background:** Volunteer must be open to LFOA background check.

**Skills\Abilities:** Ability to prepare a variety of attractive, well- balanced meals in small and or large quantities within menu requirements, following or adapting standard recipes. Knowledge of sanitation practices necessary to perform essential functions. Ability to follow written and oral instructions. Ability to keep basic food and supply inventory records. Ability to effectively work with people and demonstrate strong customer service skills. As well as positively work with and supervise staff and volunteers. Ability to work with supervisor to achieve efficiency of staff time and production to control costs. Ability to react to new assignments positively and to handle other tasks as they arise. Ability to complete written paperwork, do simple math, and complete service and production records for data collection. Skills to operate commercial/standard/outdoor kitchen equipment such as ovens, stove, hot food table, mixer, slicer, BBQ grill, blender, shredder, refrigerator, freezer and the like. Including other equipment such as coffee maker, four- wheeled cart, two- wheeled cart, knife, serving utensils, table service, can opener, mop, broom, pots and pans, three- compartment sink, microwave, and insulated bulk food containers.

**PHYSICAL REQUIREMENTS:** This head chef/cook position requires continuous standing, walking, and repetitive arm and wrist motion in food preparation and clean-up tasks. Frequently this position requires ability to lift up to 50 pounds, reach above head, appropriate vision to complete all tasks including safely operating machinery, reading recipes and written reports.

**WORKING CONDITIONS:** The worker is subject to inside environmental conditions with temperature changes, extreme cold for short periods of time, and hazards including proximity to moving mechanical parts and to hot objects. Work environment is on main floor of older building with no stairs.

Typical **work swift** scheduled Monday –Sunday between the hours of 6:00 a.m. through 11:30 p.m. Schedule varies depending on special events, days, production and service coverage.

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This job description is intended to describe the general nature and level of work performed for this position. It is not intended to be an exhaustive list of all responsibilities and duties required of a person in this position. Neither is it to be construed as a long- term nor contractual commitment and is subject to change at any time. Lupus Fighters of America Foundation fully adopts, by policy, fair employment practices and avoids any unfair treatment or discrimination in employment/volunteering. LFOA fully subscribes to the Americans with Disabilities Act and will comply with its provisions.

**LUPUS FIGHTERS OF AMERICA FOUNDATION**

Website: [www.lupusfighters.org/volunteer](http://www.lupusfighters.org/volunteer)

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