



**LEAD LINE COOK**

*Full time – Hourly*

The Lead Line Cook oversees and manage the overall production, quality control, and operations in the kitchen. Responsibilities include organizing and directing the processes necessary to provide a clean, professional, high quality, and high-volume catering kitchen. The position reports to the Sous Chef.

**FOOD HANDLING / PRODUCTION**

- Present food in creative ways that meets or exceeds Chowgirls standards.
- Understand what is needed for Kitchen Coalition food production.
- Have proof of current Serv Safe Certification.
- Ensure MN health department food safety standards in all stages of prep, storage, and transport.
- Assist with trouble-shooting during recipe development.
- Maintain Chowgirls sustainability standards.
- Ensure recipes are followed to create a consistent product.
- Execute on production timelines.
- Expo event menus to FOH representative, ensuring all components are present and prepared properly.
- Check orders in and keep walk-in, freezers, and dry storage organized.
- Work with operations supervisor to order other supplies.
- Be a leader in the kitchen.
- Must be able to work on your feet for at least 8 hours and be able to lift at least 50 pounds.

**STAFF**

- Oversee all kitchen staff's execution of Chowgirls and Kitchen Coalition food production.
- Maintain the Chowgirls standards of service.
- Delegate production of items to kitchen staff in a standard organized manner.

**COMMUNICATION**

- Present a professional positive attitude among coworkers, vendors and with clients.

- Communicate with sales team about menu changes as needed.
- Communicate all necessary information to the kitchen staff.
- Be available to answer client and co-worker questions.
- React to change and adversity, positively and proactively
- Attend all required meetings.

**INTERNAL ORGANIZATION**

- Maintain an organized work space and prep list.
- Have a working knowledge of email communication, Google Workspace, MS Word, Excel and the ability to learn Total Party Planner.
- Be able to close down building safely and properly.

**HUMAN RESOURCES**

- Maintain employee privacy at all times.
- Be aware of MN employment laws.
- Keep all Chowgirls information confidential, including internal documents, policies, procedures recipes, and customer/staff/venue/vendor information.
- General knowledge of Chowgirls handbook, history, values, and vision
- Always promote Chowgirls in a positive light at the office, on social media, and in the community.

-----  
*Employee Signature* *Date*

-----  
*Manager Signature* *Date*