



Position Announcement

Lake Logan Conference Center is seeking a qualified and dedicated individual to serve as sous chef.

Lake Logan is a 260- acre retreat center with 85 cabin beds and 80 dorm style beds. Owned by the Episcopal Diocese of Western North Carolina, Lake Logan is open year-round to host all types of events and groups and is also home to Camp Henry. **The mission of Lake Logan Conference Center is to serve Christ by welcoming all generations to experience restoration and reconciliation with God, one another, and all creation.**

The position of sous chef is a full-time, exempt position with managerial responsibility that requires the ability to work independently and as part of a team. The position requires irregular hours, including nights and weekends. Salary is commensurate with experience (range starts at \$28,000). A generous benefits package includes full medical and dental coverage, pension, vacation, and sick days.

Download the application at lakelogan.org/employment.

To apply, please send a resume, application, and cover letter to Lake Logan Conference Center, ATT Paul Young, Executive Chef, 25 Wormy Chestnut Lane, Canton, NC 28716 OR lauri@lakelogan.org. Applications will be accepted until the position is filled.

Visit lakelogan.org to learn more about Lake Logan Conference Center.

Job Title: Sous Chef

Classification: Exempt

Reports to: Executive Chef

Position Purpose:

To further the mission and vision of Lake Logan through sound management of the overall food-service operation including purchasing, preparation, nutrition, service, sanitation, security, personnel management, customer service, and record keeping.

Duties and Responsibilities:

Provide delicious, nutritious, creative meals and snacks for guests of Lake Logan.

- Ensure high quality and appropriate quantity of homemade meals and snacks for guests within a budget.

- Ensure adherence to safety and sanitation regulations in the kitchen, dining hall, and other food service areas, educating all staff as appropriate.
- Maintain an attractive, comfortable dining hall for guests.
- Cook, especially when size of group does not warrant bringing in additional help.
- Oversee the inventory, ordering and arrival of food, equipment, and supplies.
- Stay current on restaurant industry trends.
- Develop and implement new recipes, culinary techniques, and presentations.
- Meet special dietary requirements as instructed by guests.

Maintain financial commitment to Lake Logan

- Work with the executive chef in operating within the budget when preparing foods and directing staff.
- Ensure good stewardship of Lake Logan's resources, protecting equipment and property.
- Discuss with executive chef with inventory and staffing needs. Lead dining services staff team.
- Establish and enforce departmental policies, procedures, quality standards, and customer service standards.
- Assist in training and supervising support dining services staff – both front and back of house.
- Plan staffing needs within the dining services department to meet conference center needs and resources.
- Communicate and coordinate with other LLCC departments and staff.
- Notify appropriate personnel of maintenance needs.
- Share on-call, shift supervision, and lock/unlock responsibilities.
- Work with other leadership team members in the establishing, communicating, and enforcing conference policies and procedures.
- Communicate operational problems (and potential solutions) to the executive chef or appropriate personnel as they arise.
- Provide hands on support to other departments during peak business times.

Support organizational safety.

- Assist with development and revision of safety procedures.
- Train employees working in the department in safety procedures, including but not limited to MSDS, blood borne pathogens, and use of PPE.
- Document safety training and report all accidents with LLCC HR.
- Enforce safety policies and procedures.

Other Duties

- Assist maintenance manager in the set up and safety of meeting spaces as needed.
- Provide excellent hospitality and customer service to all guests.
- Represent Lake Logan in a positive light in the community.
- Other duties as assigned.

Relationships:

- This position is considered a leadership role and a core member of the staff reporting directly to the executive chef.
- This position is a strong link connected to the safety and care of the guests of Lake Logan. This position is a supervisory role working with the dining services staff.
- This position works closely with all departments as well as with volunteer work teams.

Qualifications: *(Minimum qualifications and experience)*

- Associate degree in Culinary Arts preferred.
- High school diploma or equivalent required.
- Restaurant experience preferred.

- Maintain current ServSafe certification.
- Maintain current CPR and First Aid/AED certification.
- Maintain a valid and current NC Driver's License.
- Maintain a clear background check.

Knowledge, Skills, and Abilities:

- Demonstrated knowledge of current restaurant industry trends.
- Culinary creativity.
- Strong knowledge of local, state and federal food sanitation regulations.
- Ability to work on a team, relate, and work well with others.
- Ability to work independently with little direction.
- Ability to read and write.
- Ability to provide guidance, direction, and supervision to others • Ability to receive guidance, direction, and supervision.
- Desire to work in a faith-based setting.

Physical Aspects of the Position:

- Ability to understand and implement safety regulations and procedures.
- Ability, both visual and auditory, to identify safety hazards and monitor guest and staff behavior and enforce appropriate safety regulations and emergency procedures.
- Ability to walk, stand, bend and stretch.
- Ability to lift, up to approximately 50 pounds, and occasional lifting of equipment weighing up to approximately 50 pounds may be required.
- Ability to safely and properly use laundry machines and equipment.
- Ability to safely drive cars, light trucks, tractors, and other motorized vehicles.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the center operation.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist guests in an emergency (fire, evacuation, illness or injury).
- Willingness to work irregular hours.
- Ability to operate with daily exposure to heat and other environmental conditions.

Equipment Used:

Includes but is not limited to industrial stove, oven, convection oven, warmer, mixer, sink, dishwasher, refrigerator, freezer, microwave, sharp knives and utensils, clothes washer and dryer, cleaning chemicals, etc.

Hours:

Irregular hours, including weekends. Typical schedule is a 40+ hour week (frequently more during busy seasons and often less during slower seasons), five days per week; however, adjustments may be made based on guest needs.