

Kitchen Manager/Production Cook

Organization:

Balarat Outdoor Education Center, Denver Public Schools

Job Location:

Jamestown, CO

Type of Job:

Full-time, School Year, Salary

Job Category:

Food Service/Kitchen Manager III

JOB DESCRIPTION:

Balarat Outdoor Education Center serves Denver Publics Schools 5th Grade Students for overnight residential field trips. Balarat is seeking a creative, motivated Kitchen Manager / Production cook to prepare healthy and tasty meals for students exploring the beautiful front range campus.

SUMMARY:

Oversees the preparation and service of daily meals at Balarat Outdoor Education Center near Jamestown, CO. Ensures all standards of health, safety, allergy needs, & hygiene are practiced and enforced.

AREAS OF RESPONSIBILITY:**Food Preparation and Service**

- Prepare hot breakfasts, sack lunches, and hot dinners for field use
- Perform various cooking methods including braising, grilling, sautéing, baking, roasting, frying, steaming, and blanching
- Interpret and execute recipes and cooking instructions, both written and verbal
- Prepare and set up catering functions as needed
- Communicate with stakeholder, explain food items, and accommodate dietary restrictions

Kitchen Operations and Safety

- Monitor and ensure compliance with kitchen sanitation, safety, and equipment standards
 - Clean and sanitize kitchen equipment, utensils, and work areas
 - Maintain temperature, production, and sanitation logs
 - Monitor portion control, minimize waste, and maintain inventory levels
- Handle weekly food ordering and ensure proper storage of all food and materials

Leadership and Oversight

- Direct the work of kitchen staff and/or student helpers
- Train, coach, and supervise food service staff
- Monitor kitchen expenses and menu costs
- Execute and maintain a safe, efficient, economical, and nutritious menu

Administrative and General Responsibilities

- Create and update records and reports to comply with financial, local, state, and federal nutrition and sanitation regulations
- Support and promote DPS & Balarat's mission, vision, and values
- Reflect Balarat's commitment to treating all individuals with dignity and respect
- Maintain confidentiality of student and agency information
- Assist site caretakers as needed
- Perform other duties as assigned

QUALIFICATIONS:

- Production cooking, institutional kitchen, and Managerial experience preferred
- Working knowledge of all food preparation and production standards including sanitation safety standards
- ServSafe Food Handler/Manager Certification (can be completed after hiring)
- Good working knowledge of all commercial grade kitchen equipment
- The ability to function independently
- Ability to create weekly menus, complete inventory & weekly orders
- Good interpersonal communication skills, flexibility and willingness to shift priorities as needed
- Ability to manage student helpers in the kitchen
- Ability to commute to and from Balarat, i.e. a reliable AWD/4WD Vehicle for transportation

EDUCATION and/or EXPERIENCE:

- High school diploma or GED
- One to three years related experience and/or training
- Or equivalent combination of education and experience

IMPORTANT NOTES:

- This is a full-time position, 40 hours per week, with benefits.
- Position runs during the school year, not over the summer.
- The work year is August through May (190 days) with summers and holidays off
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