

Adirondack Mountain Club

The Adirondack Mountain Club is a diverse organization with a threefold program of conservation, education and recreation. As the organization is diverse so are the job responsibilities of its staff and volunteers. This partnership between staff and volunteers is based on trust, respect and a mutual understanding of these responsibilities. The individual employee goals and responsibilities are outlined in the following job description:

Job title: Adirondack Loj Cook

Location: Heart Lake Program Center, Lake Placid, NY

Responsible to/Evaluated by: Director of North Country Operations

Supervises: Loj Crew staff while engaged in food service activities

Team Coordination with: Loj Chef, Front Desk Supervisor, JBL Coordinator, Trails Food Coordinator, Loj Crew, and Front Desk Staff.

Job description: The Loj Cook is responsible for food preparation at the Adirondack Loj. This includes direct oversight of the daily food service and wait staff operations at the Heart Lake Program Center. During shifts the cook assumes full responsibility for the operation and service of the kitchen and dining room.

Responsibilities:

Food Service:

- Help develop and work within planned menus to prepare food in accordance with a wholesome, nutritious diet.
- Lead or assist in preparation and service of breakfast, trail lunches, and dinner.
- Maintain a high level of cleanliness in all food service areas, insuring a clean kitchen and food preparation that meets health code standards.
- Support coworkers to ensure smooth and efficient kitchen operations and assist in routine Program Center operations when necessary.
- Assume a leadership role in the kitchen during hours at work.
- Handle incoming orders to ensure that orders correspond with invoices and are stored correctly. Check for quality and accuracy.
- Provide assistance and support to any position in the kitchen.
- Supplemental duties to support other organizational operations/functions as requested.

Human Resources:

- Maintain high standards and promote a positive, customer service oriented attitude among all staff through leading by example, coaching, and positive reinforcement.
- Work with Dir. of Operations, Loj Chef, and Front Desk Supervisor to develop effective methods of training staff in food service, customer service, and guest services procedures.
- Supervise Loj Crew staff regarding customer service, quality of work, hospitality, use of time, and appearance while engaged in food service activities.
- Regularly interact with property guests and encourage staff members to do the same.

- Substitute or fill in for staff as needed.
- Coordinate with the Loj Chef to provide and enhance food related services.

Specific tasks:

- Supervise seasonal kitchen staff.
- Assure that meals are prepared efficiently, on time, and that quality meets standards.
- Plan weekly or bi-weekly menus and place orders within set budget limits.
- Insure that a clean kitchen and food preparation meets all health code standards through specific procedures for washing pots and pans as they are used, cleaning the counters, cabinets, and sinks, cleaning the grill, stove, refrigerators, and freezers, sweeping and mopping at least twice daily, and washing all kitchen laundry on a daily basis.
- Work with the Loj Chef to conduct full food/supplies inventory weekly/monthly.

Candidate Profile:

- Food service experience, preferably in a supervisory capacity.
- Experience in menu planning and food ordering.
- Ability to work on computers in a variety of formats.
- Capable of maneuvering up and down stairs and through narrow hallways.
- Lifting and carrying heavy loads, sometimes exceeding 50 pounds.
- Willingness to work flexible hours, weekends, holidays, and in normal kitchen conditions.

Compensation: Hourly wage dependent upon experience, benefit package including health insurance, dental insurance, retirement plan, and paid time off. Discounts on store merchandise, rental equipment, and ADK workshops; and the opportunity to spend time in an incredibly beautiful place. Potential housing available for a small deduction.