



WYOMING CATHOLIC COLLEGE
SUMMER JOB DESCRIPTION
Family Ranch Getaway Head Chef



Job Title: COR Family Ranch Getaway Head Chef

Department: COR Expeditions

Compensation: \$100-120/day plus room & board depending on experience.

Reports to: Dr. Zimmer and and Mr. Zach Carlstrom, and the Family Getaway Manager

Work Schedule: This is not a 9-5, Monday to Friday type job. You will live on the ranch and work when needed to prepare and serve meals as outlined in the job responsibilities listed below.

Position Summary: Prepare and serve meals to ranch guests; supervise other kitchen staff and helpers; manage menus and order food; manage kitchen & dining hall safety & cleanliness.

Essential Functions/Primary Job Responsibilities:

1. Cook two buffet-style hot meals (breakfast and dinner) and prepare a hot or cold lunch buffet each day throughout the summer
2. Provide friendly, welcoming food service to family ranch guests.
3. Complete Food Safety Training with Wyoming Catholic College Head Chef in Lander, WY.
4. Train and supervise kitchen assistants.
5. Maintain a clean and organized kitchen and dining hall.
6. Prepare weekly menus and based on the number of guests and staff each day.
7. Provide special dietary options for allergies and food restrictions.
8. Order food from the delivery service company and make shopping lists for the grocery store.
9. Manage perishable food to avoid food waste and provide a diverse menu for the entirety of each week.

Minimum Job Requirements:

- Previous chef experience.
- Previous supervisory experience building a menu and cooking for weeks at a time.
- Desire to welcome families/guests and make them feel oriented and at home.
- Good interpersonal and communication skills
- Organization, attention to detail, creativity, and reliability.
- Ability to work collaboratively with others as well as independently.
- Must have a current driver's license and vehicle or clean driving record.

Special Working Conditions: Before starting the job, candidate will be required to complete Food Safety Training with our head chef or other. The Head Chef is a highly active position with a wide variety of tasks and responsibilities. Work may require occasional heavy lifting.



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Level of Supervision Received/Given:

1. Must be an independent self-starter.
2. Able to take initiative to address needs as they arise without supervision.

To Apply: Complete the WCC job application online at wyomingcatholic.edu/employment-application and upload a cover letter and current resume.