



**WYOMING CATHOLIC COLLEGE**  
*SUMMER JOB DESCRIPTION*  
**Head Chef – COR Ranch**



**Job Title:** Ranch Head Chef

**Location:** Cora, WY (Near Pinedale)

**Department:** COR Expeditions

**Compensation:** \$100-\$150/day depending on experience plus room and board (\$5,000-\$7,500)

**Reports to:** Dr. Zimmer

**Number of Openings:** 1

**Work Schedule:** Various ranch sessions from June 1 through mid-August. Typically a week on and then a few days off and then another week on, etc. Schedule varies and evening and weekend work is required.

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

**Essential Functions/Primary Job Responsibilities:**

1. Cook two buffet-style hot meals (breakfast and dinner) and prepare a cold lunch buffet each day a retreat session is running.
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. Transport food and kitchen items to ranch.
5. Train and supervise kitchen assistants.
6. Maintain a clean and organized kitchen and dining hall.

**Minimum Job Requirements:**

- Previous chef experience.
  - Previous supervisory experience.
  - 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. The Head Chef is a highly active position with a wide variety of tasks and responsibilities. Work may require occasional heavy lifting.

**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](http://wyomingcatholic.edu/employment-application) and upload a cover letter and current

resume.

**Application Deadline:** Nov 29, 2021