



**WYOMING CATHOLIC COLLEGE**  
*2023 SUMMER JOB DESCRIPTION*  
**Head Chef – COR Ranch**



**Job Title:** Ranch Head Chef

**Location:** Hawkeye Ranch near Cody, Wyoming

**Department:** COR Expeditions

**Compensation:** \$90-120/day plus room & board depending on experience and up to a \$1500 bonus based on job performance.

**Reports to:** Dr. Zimmer and Wilson Flowers (the Hawkeye Ranch Manager)

**Dates:** May 22-August 18

**Number of Openings:** 1-2

**Vacation:** Vacation days must be requested by May 1st and scheduled ahead of time to avoid multiple staff being gone at the same time. Unscheduled vacation during the summer may be requested and may be allowed if possible.

**Work Schedule:** This is not a 9-5, Monday to Friday type job. You will live on the ranch and work when needed. Some weeks have a lot of ranch guests and you will need to work most days while some weeks you may have more time off. While some weeks may include a consistent day or two off, you will need to be flexible with your weekly time off. While the schedule may vary, most weeks will have ranch guests from Sunday afternoon to Saturday morning and then the entire ranch staff needs to work to flip the rooms and everything for the next group. The plan is to have Sunday mornings off each week whenever possible but the schedule varies and evening and weekend work is required.

**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 from Sunday to Saturday.
10. Assist with other ranch jobs and needs when requested.

**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.
- Work with the Hawkeye Ranch manager and the kitchen system the ranch uses.
- 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.

**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.