



JOB POSTING

Job Title: Cook

Date Last Revised: 9/2021

Employee Category: Staff

Schedule: 40 hours per week

Department: Dining Services

Reports to: Kitchen Manager

FLSA: Non-exempt

Benefits: Available

The Governor's Academy, the oldest boarding school in New England, inspires and engages inquisitive students in ninth through twelfth grade. Our 456-acre campus is located thirty miles north of Boston and five miles south of Newburyport, a classic New England coastal town. Gova has approximately 400 students and 250 employees.

Gova faculty and staff are committed to creating and cultivating a diverse and inclusive community that allows students to discover their passions, use their unique voices, and achieve academic and co-curricular excellence. Adults in our community are professionals who appreciate individuality, collaboration, and service to others—all so that we can go far together

Job Summary:

To prepare and supervise the preparation of all menu items for assigned meals and assist in meeting the objectives of the dining services department.

Essential Job Duties and Responsibilities

- Prepare and supervise all meals assigned.
- Must adhere to standardized cycle menu, and advise Chef(s) of any discrepancies.
- Work at an assigned station in the kitchen or server.
- Maintain food and refrigeration temperature logs, and take corrective action when required.
- Follow all standardized recipes, and advise Chef (s) of any discrepancies in recipes.
- Assumes the responsibility and authority of the Chef (s) in his/her absence.
- Responsible for proper handling and storage of all foods prepared.
- Responsible to be aware of the function board, and execute functions as assigned.
- Responsible for understanding following and HACCP-based SOPs.
- Responsible for the timely service of all assigned meals.
- Must remain aware of, and observe Dining Services standards and procedures.
- Responsible for the sanitary condition of kitchen and kitchen storage areas.
- Cooperate with the management team to ensure an orderly and efficient operation.
- Deliver, set-up, and pick-up of special parties as required.
- Assist in the proper set-up and service of small functions.
- Follow all policies including MSDS, safety, and sanitation, as instructed by management, and keep informed of all material safety data.
- Required to wear issued uniform including non-slip shoes, hat, chef's coat, chef's pants, and vinyl gloves while handling food.

- Required to report to work promptly at the time stated on the staffing schedule, and take only scheduled breaks.
- Perform other duties as assigned within reason.
- Promote a positive, congenial atmosphere with students, employees, supervisors, and customers.

Qualifications and Skills Required for Position:

- High school diploma required.
- An advanced culinary degree is highly desirable.
- Extensive work experience will be considered in lieu of a culinary degree.
- Professional cooking experience required, preferably in large-scale institutional settings.
- Mastery of current principles, practices, equipment, materials, and methods used in large-scale production is desirable.
- Must be extremely well-organized with great attention to detail.
- A high level of integrity, accuracy, and work ethic.
- An open and collaborative style.
- Excellent oral and written communication skills.
- Willingness to work nights and weekends, when necessary.
- Ability to oversee and manage daily tasks and to provide deliverables to multiple parties on a daily basis.
- Good problem-solving skills.
- A strong commitment to service is essential.
- The successful candidate must be able to read and write and perform mathematical computations.
- The successful candidate must have a valid driver's license and be able to drive in Massachusetts.
- Ability to work collegially; must be committed to working in a diverse community and have the ability to communicate effectively with diverse populations; must enjoy working with young people in a boarding school environment.
- Must successfully complete criminal background check

To apply for the Cook position, please click [here](#).

Statement of School Values: As an educational community, the Academy has an administration, a faculty, and a student body committed to learning. We pursue this commitment in a dynamic environment that fosters lifelong intellectual independence, responsibility, teamwork, service, and respect for others. We are committed to creating and maintaining a diverse and inclusive community that is physically and emotionally healthy. Applicants for employment are considered without regard to race, color, religion, sex, pregnancy or a condition related to pregnancy, sexual orientation, gender identity, national origin, ancestry, genetic information, age, physical or mental disability, status as a veteran or being a member of the Reserves or National Guard, military service, application for military service, or any other category protected under state or federal law. If you wish to request a reasonable accommodation to complete this application, interview for the position, or otherwise participate in the hiring process, please notify us. We will consider all such requests in accordance with applicable law.