TITLE: inTENTsive HEAD COOK

Department: inTENTsive
Reports To: inTENTsive General Manager
Staffing Classification: Seasonal
FLSA Status: Exempt
Date Approved: 
Signature: 

JOB SUMMARY:
Will be responsible for providing nutritious, tasty, filling, and economical meals for Troupers and staff (75 - 100 people) during the rehearsal period and while out on tour. Oversees cook staff.

ESSENTIAL FUNCTIONS:
(Majority of duties, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.)

- Evaluate kitchen, food preparation equipment, and any other food related needs for the coming year, and plan for equipment purchases and repairs.
- Establish contact with food distributors and work with Operations & Concessions Manager and/or Business Manager to arrange payment methods. Order food and supplies and arrange for setup drop off points along tour route.
- Work with inTENTsive General Manager and Operations & Concessions Manager to keep food and kitchen purchases within budget.
- Work with inTENTsive General Manager to determine weekly menus, scheduling of meals to coordinate with Trouper and various staff departmental schedules.
- Assist inTENTsive General Manager in hiring of cook crew. Train and organize cook crew prior to start of tour. Establish work schedule for cook crew along with rotating days off. Oversee cook crew performance throughout the tour. Maintain positive cook crew morale. Provide written evaluations for crew at end of the summer.
- Responsible for set-up and tear-down of kitchen facility, dining area and dish washing station.
- Prepare menus for all meals to meet all dietary restrictions and special needs.
- Adhere to all State and Local Board of Health Standards and codes for proper food handling, serving and storing. Be available to meet with inspectors as needed.
- Oversee preparation of three meals per day, morning and afternoon snacks and late night meals associated with tent setup and takedowns.
- Coordinate with Tour General Manager and Head Trouper Counselor any meals for crew and cast on days of travel.
- Maintain a clean safe kitchen, dining and service area. Provide an attractive presentation for all meals.
- Other duties as assigned.
QUALIFICATIONS
• Experience of food preparation and serving, storage of food and dishwashing procedures is preferred.
• Experience adapting menus and preparing food to accommodate special dietary and health needs.
• Knowledge and training in food service health and safety (ServeSafe).

WORKING CONDITIONS:
(Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.)
• Internal:  Work is normally conducted in a kitchen environment.
• External:  Work requires travel throughout Vermont.

PHYSICAL DEMANDS:
(The physical effort generally associated with this position.)
Work involves standing, walking, bending, kneeling, reaching, stooping, and other physical activities consistent with setting up heavy equipment. Work may include lifting, carrying, or moving objects and equipment weighing over 50 pounds.

SUPERVISION:
Supervision is received from the inTENTsive General Manager.

PERIOD OF EMPLOYMENT:
This is an approximately a three-month seasonal position June - August.

To be considered for this position, please contact tour@smirkus.org.
Interested parties please include:
• Cover letter
• Resumé
• Completed employment application using the Circus Smirkus Employment Portal

CIRCUS SMIRKUS – A PROMISE OF INCLUSION
Throughout history, the circus has sought out and celebrated all types of peoples, cultures, and skills to showcase the multifaceted triumph of human abilities. It is fundamental to our values to welcome employees, participants, and audience members of all backgrounds with the curiosity, respect, and awe human diversity inspires.

Joining a Circus Smirkus program – as a participant, an employee, or an audience member – means you belong. As a company, we promise to consider only merit in making hiring or program decisions. The only thing that matters to us is your willingness to embrace our values and help us create joy and magic for everyone who encounters a Smirkus program. If you’re smart and talented and willing to work hard, please apply for a job with us!

As a proud upholder of circus tradition we commit to providing everyone equal opportunity to become a star, both in and out of the ring.