



## Job Description: Kitchen Director

### Meadowmount School of Music

**Location:** Westport, NY

**Season:** Dates - June 14 to August 17 (8+ weeks) and hourly work in preparation for the summer program.

**Hourly Rate:** \$26.00 to \$28.00 per hour. Eligible for overtime.

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### Position Overview:

Kitchen Co-Directors are assigned the responsibility of managing the kitchen and food service on a day-to-day basis and report to the Kitchen Director.

### Primary Duties and Responsibilities:

- **Daily Food Oversight:** Direct the end-to-end preparation and cooking of nutritionally balanced meals plus daily snacks for the entire camp population.
- **Specialized Dietary Prep:** Manage the production of alternative meals for students, faculty, and staff with allergies or restrictions (e.g., gluten-free, vegan, Kosher, or nut-free) while strictly avoiding cross-contamination.
- **Batch & Scratch Cooking:** Execute "home-style" scratch cooking for large volumes, prioritizing fresh and local ingredients over pre-packaged items when possible.
- **Production Planning:** Utilize "Prep Sheets" and standardized recipes to ensure accurate timing, quantity, and quality for every meal period.
- **Off-Site Meals:** Coordinate the preparation and packing of "pack-out" food for field trips and hikes.
- **Inventory & Stock Rotation:** Direct the storage and rotation of all food items (using FIFO—First In, First Out) to maintain freshness and minimize waste.
- **Quality & Presentation:** Monitor food preparation methods, final serving temperatures, and plating standards to ensure a high-quality dining experience.
- **Front-of-House Coordination:** Supervise the set-up and maintenance of buffet lines, salad bars, and beverage stations, ensuring they are ready 15 minutes before service.
- **Equipment Readiness:** Oversee the cleaning and safe operation of all kitchen equipment to ensure they are ready for the next preparation cycle.
- **Team Development:** Build and maintain a harmonious, positive working relationship among a diverse kitchen team, often comprising students and less experienced staff..
- **Skill Sharing & Coaching:** Implement a "mentor-mentee" model by pairing experienced cooks with newcomers to facilitate on-the-job training in large-scale scratch cooking and food safety.
- **Collaborative Culture:** Encourage open dialogue where staff feel comfortable sharing ideas for improvements or solutions.
- **Effective Delegation:** Assign specific meal-prep "teams" and distribute side work fairly to ensure the kitchen operates like a "finely-tuned machine" while preventing burnout.

1424 County Route 10, Westport, NY 12993

Main Office: 518.962.2400

[meadowmount.org](http://meadowmount.org)

- **Daily Communication:** Lead daily briefings or "huddles" to outline objectives, review standardized recipes, and address potential challenges for upcoming meal periods.
- **Conflict Resolution:** Promptly seek to resolve disagreements with a focus on respect and kindness.
- **Staff Well-being:** Foster a supportive environment that prioritizes team bonding, celebrates collective successes, and maintains morale during a high-pressure summer.

## Qualifications / Eligibility

- **Prior experience** working in a commercial or institutional kitchen, with a focus on high-volume production: 2-4 years
- **Leadership experience:** 2+ years Supervisory experience, specifically managing teams in a fast-paced environment.
- **Food Safety:** A current ServSafe Manager Certification is required.
- **Allergen Awareness:** Specialized ServSafe Allergens Certification is requested.

## HOW TO APPLY:

- Please send a pdf of your professional resume with a cover letter explaining your interest in this position to [meadowmount@meadowmount.org](mailto:meadowmount@meadowmount.org).
  - Position open until filled.
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### How to Apply:

#### About Meadowmount:

*"There's no other place that you can go for the summer where you're able to be completely distraction free. There are lots of wonderful festivals, but the amount of time that Meadowmount gives you to truly practice and focus on your individual artistry is just incredible. When I'm here, I can accomplish so much and be surrounded by musicians who are pursuing greatness and in such a beautiful place."*

- Meadowmount Student 2025

Founded in 1944 by legendary violin teacher Ivan Galamian, the Meadowmount School of Music is a seven-week summer program for violinists, violists, and cellists. Musicians ages 10 to 30 from around the world gather at the school's campus in the Adirondack Mountains in northern New York to immerse themselves in an environment where they can focus on personal and artistic development through intensive training with leading faculty, individual practice, chamber music, and performance opportunities. With a capacity enrollment of 185 on the 49-building, 240-acre campus, the school retains an intimacy that provides for personal attention and fosters camaraderie among students. Many students return year after year, and alumni retain strong connections and return as faculty and guest artists, ensuring the continuity of the Meadowmount teaching tradition.