



Job Description

Position Title: **Cook**

Department: Camp Whittier

Reports to: Camp Director

Posting Date:

Closing Date: Open until filled

Primary Function:

Status: Non-Exempt Part Time

Position Pay Range: \$18.00-\$20.00/hr

Days: Varies

Hours: <29/week

Benefits: N/A

To provide nutritious, well-prepared meals, which are served to all campers, staff and guests while maintaining a safe and positive work environment for camp staff and guests.

Key Job Responsibilities:

1. Assist in the daily operations of the camp's food service.
 - a. Prepare and cook food as the menu indicates utilizing frying, boiling, broiling, steaming, roasting of meat, poultry, seafood, fish, vegetables, salads, soups, and gravies
 - b. Prepare foods including washing and peeling.
 - c. Bake breads, pastries, muffins, etc.
 - d. Set up food, supplies, and utensils for dining hall distribution
 - e. Store food and leftovers at proper temperature and labels according to health code
2. Assist in routine sanitation of the kitchen and related equipment.
 - a. Clean and maintain all food preparation and storage areas.
 - b. Supervise the cleaning of prep, serving, and dining hall dishes.
 - c. Reduce waste, reuse items, and recycle as indicated through the camp's procedures.
3. Work as a member of a food service team.
 - a. Coordinate schedule and job tasks with other cooks and kitchen assistants.
 - b. Assist with supervising or directing the work of the kitchen assistants.
4. Work with other camp departments to provide an excellent experience to guests.
 - a. Coordinate menu with Co-Camp Director based on the user groups specific needs, allergies, age group and schedule
 - b. Report any maintenance needs to Camp Director for maintenance department to handle
 - c. Coordinate with Camp Director on any specific staff scheduling needs per group
5. Communicate with the user groups
 - a. Check in with user group when possible to determine if there are any updates on their needs.
6. Coordinate with kitchen rental user groups
 - a. Prepare kitchen for kitchen rental by removing items and blocking off areas off limits to rental group.
 - b. Provide orientation and check in with kitchen rental groups.
 - c. Check out for kitchen rental user group when possible.
7. Menus, Food and Goods
 - a. Prepare menu and order list to provide good service to the user group.
 - b. Order food from the appropriate and cost effective vendor.
 - c. Pick up from vendors if needed

8. Other Duties

- a. Cleaning attention to the dining hall bathrooms
- b. Launder kitchen rags and towels
- c. Other duties as assigned

Qualifications:

- Experience in institutional or food service setting: one year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.
- Desire to work in the food service area.
- Knowledge of standards of food preparation and serving, storage of food, and kitchen preparation.
- Cleared background check and drug screen.
- Valid driver's license.

Knowledge, Skills and Abilities:

- Knowledge of current health and safety laws and practices is essential.
- Knowledge of and experience in preparation of special dietary foods including vegetarian foods.
- Knowledge of food service sanitation.
- Ability to assess condition of food.
- First aid/CPR certification preferred

Physical Requirements/Work Environment:

Typically works in an indoor and outdoor environment with frequent walking excursions. Ability to lift at least 50 pounds. Ability to work with frequent interruptions and changes in work priorities, ability to prioritize tasks, ability to maintain confidentiality. While performing the duties of this Job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell. The employee is frequently required to walk. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

I HAVE READ AND AGREE TO CARRY OUT THE ABOVE-STATED JOB DUTIES AND RESPONSIBILITIES.

Employee Signature

Date

Supervisor Signature

Date

The above declarations are not intended to be an "all-inclusive" list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.