



Job Title: Cook

Reports to: *Kitchen Manager*

Classification: *Exempt (Seasonal)*

Compensation: *\$250-\$275 per week stipend, room and board, American Red Cross certification in first-aid (standard or wilderness) and Adult and Pediatric CPR as component of staff training.*

Position Purpose:

To assist the Kitchen Manager in providing nutritious, well-prepared meals, which are served to all kampers, and staff.

Essential Job Functions:

1. Assist in the daily operations of the kamp's food service.
 - ♦ Prepare and cook food as the menu indicates and directed by Kitchen Manager utilizing frying, boiling, broiling, steaming, roasting of meat, poultry, seafood, fish, vegetables, salads, soups, gravies, and the like.
 - ♦ Prepare foods including washing and peeling.
 - ♦ Bake breads, pastries, muffins, and the like.
 - ♦ Properly quick cool or reheat foods in accordance with Serve Safe and Oswego County Health Department requirements
 - ♦ Store food and leftovers at proper temperature.
2. Assist in routine sanitation of the kitchen and related equipment.
 - ♦ Clean and maintain all food-preparation and storage areas.
 - ♦ Supervise the cleaning of prep, serving, and dining hall dishes.
 - ♦ Reduce waste, reuse items, and recycle as indicated through the kamp's procedures.
3. Work as a member of a food service team.
 - ♦ Assist with supervising or directing the work of the Kitchen Assistants and other staff working in the kitchen.
 - ♦ Co-ordinate food delivery, prep, cooking, serving, and storage responsibilities and work schedule with the Kitchen Manager

Other Job Duties:

- ♦ May be asked to participate in teaching kampers and staff cooking skills (e.g., baking cookies)
- ♦ Coordinate snacks for kamp including preparation and distribution, working with Kitchen Manager, Kamp Director, and Kitchen Assistants.
- ♦ Participate in staff meetings
- ♦ Special kitchen projects as assigned (e.g., inventory)
- ♦ Maintains sanitation and security of kitchen by prohibiting counselors or other unauthorized non-kitchen staff from admission, rather working collaboratively with staff to meet their needs (e.g., requests for additional or replacement tableware).
- ♦ Contribute to the kamp community by aiding in all aspects of kamp life/operations including programming, facility, health services, and dining services as requested.
- ♦ Be a role model to kampers and staff in your attitude and behavior.
 - ♦ Follow and uphold all safety and security rules and procedures.
 - ♦ Do not take exception to the rules because you are staff (e.g., eating in living unit).
 - ♦ Set a good example to kampers and others regarding general kamp procedures and practices including sanitation, schedule, and sportsmanship.
 - ♦ Set a good example in demonstrating care and respect for the facility, environment, and equipment by taking due care and cleaning up after oneself.
 - ♦ Demonstrate a positive attitude in the face of change or adverse circumstances (e.g., weather cancelation of desired activity).
 - ♦ Demonstrate Christian principles of love, peace, and acceptance. "Be the change you would like to see in the world."

- ♦ Share personal faith journey with kampers in manner developmentally appropriate to their needs and abilities.

Relationships:

- ♦ Reports directly to the Kitchen Manager and indirectly to the Executive Directors
- ♦ Direct supervision of Kitchen Assistants in Kitchen Manager's absence. Indirect supervision of Kitchen Assistants in Kitchen Manager's presence.
- ♦ Works collaboratively with Activity Specialists, Kamp Director, regarding food-related program needs.
- ♦ Works with Health Director/Nurse to ensure knowledge of camper or staff food allergies and ensures appropriate precautions taken regarding these food allergies including isolating contaminants during preparation and serving procedures for health and wellbeing of kampers with special dietary restrictions or needs.

Equipment Used:

- ♦ Commercial kitchen with walk-in cooler/freezer, pantry, refrigerators, freezers, dishwasher, mixer, food processor, steamer, meat slicer, and tilt skillet.
- ♦ Kitchen utensils (e.g., knives, spatulas), pots, pans, serving and mixing dishes
- ♦ Cleaning and sanitation chemicals
- ♦ Mops, brooms, rags
- ♦ Washing machine for laundering kitchen items as needed

Qualifications: (Minimum Education and Experience)

- ♦ Minimum 18 years of age, required to operate all kitchen mechanized equipment
- ♦ Experience in institutional or food service setting, experience in residential kamp or hospitality field serving large groups preferred.
- ♦ Desire to work in the food service area.
- ♦ Experience working with people of differing physical and developmental abilities preferred.
- ♦ Current Serve Safe certification (Food Handler or Manager) or willingness to complete Food Handler training.
- ♦ Knowledge of Oswego County Health Department standards of food preparation and serving, storage of food, and kitchen procedures.
- ♦ Must complete health profile 10 days prior to first day of staff training or work.

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 or gluten-free foods.
- ♦ Knowledge of food service sanitation.

Physical Aspects of the Job:

- ♦ Ability to lift and carry 50 pounds including receiving and restocking food, supplies, and equipment as needed.
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards of the site and facilities and camper and staff behavior.
- ♦ Physical ability to operate kitchen equipment safely according to recommended methods.
- ♦ Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more).
- ♦ Ability to provide first aid and to assist kampers and staff in an emergency.
- ♦ Determine cleanliness of dishes, food surfaces, and kitchen area.
- ♦ Ability to assess condition of food.