

WHITE MEMORIAL CAMP Management Group, Inc.

Job Description

Position: Cook

Position Type: (Seasonal, Nonexempt) June - Aug

Reports to: Food Service Manager

Salary: \$9.00 – 11.00 (DOE)

Position Purpose:

To assist the Food Service Manager in providing nutritious, well-prepared meals, which are served to all campers, staff, and guests.

Essential Job Functions:

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.
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, dining hall manager, and kitchen assistants.
 - b. Assist with supervising or directing the work of the kitchen assistants.

Other Job Duties:

Be aware and assist preparing for special diets, food allergies, health related diets and learning the needs of our clients.

Relationships:

Cooks have a designated relationship with their supervisors and the food service managers, and through them may relate directly or indirectly to program staff and counselors related to integration of the food service in the mission and program goals of the camp. Cooks will often have direct communication with the health director related to dietary needs of campers and staff.

Equipment Used:

Industrial Dishwasher, Mixers, food processors, meat slicers, Convection Oven, and other standard kitchen utensils and equipment.

Qualifications: (Minimum Education and Experience)

- o Experience in institutional or food service setting.
- o Desire to work in the food service area.
- o Knowledge of standards of food preparation and serving, storage of food, and kitchen procedures.

Knowledge, Skills, and Abilities:

- o Knowledge of current health and safety laws and practices is essential.
- o Knowledge of and experience in preparation of special dietary foods including vegetarian foods.
- o Knowledge of food service sanitation.

Physical Aspects of the Job:

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

Additional Benefits:

- o To encourage new business, WMC offers staff a 5% finders fee incentive when they get a new group to attend camp or utilizes the ropes course or facilities and drop the staffers name.
- o Staff are entitled to the Part Time Staff/Volunteer Scholarship discount which allows them to offer a discounted camp rate or cabin rental rate to a friend or family member.
- o Staff receive on-site meals and lodging if the event on-site is being cooked or catered to or requires an overnight stay to complete the Challenge Course.

White Memorial Camp Management Group, Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, White Memorial Camp complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. White Memorial Camp Management Group, Inc. expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of White Memorial Camp Management Group, Inc's employees to perform their job duties may result in discipline up to and including discharge

ACKNOWLEDGMENT OF POSITION

By signing below, I acknowledge that I have read and agree to accept this Job Position as written. I also accept that White Memorial Camp may alter job duties and other aspects of the position at any time as needed.

EMPLOYEE SIGNATURE: _____ DATE: _____

EMPLOYER SIGNATURE: _____ DATE: _____