

# **CAMP SUSQUEHANNOCK INC.**

## ***Job Description***

Job Title: **Cook**

Reports to: **Food Service Manager**

### Position Purpose:

To assist the Food Service Manager in providing nutritious, well-prepared meals, which are served to all campers, staff, and guests. (Numbers can range from 150 to 180 people)

### Essential Job Functions:

1. Assist in the daily operations of the camp's food service.
  - ♦ Prepare and cook food as the menu indicates utilizing frying, boiling, broiling, steaming, roasting of meat, poultry, seafood, fish, vegetables, salads, soups, and gravies.
  - ♦ Prepare foods including washing and peeling.
  - ♦ Bake breads, pastries, muffins, etc.
  - ♦ Set up food, supplies, and utensils for dining hall distribution.
  - ♦ 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 camp's procedures.
3. Work as a member of a food service team.
  - ♦ Coordinate schedule and job tasks with other cooks, dining hall captain, and kitchen assistants.
  - ♦ Assist with supervising or directing the work of the kitchen assistants.

### Other Job Duties:

The Food Service Manager is not on site every day, so the cook needs to be a self starter and able to take charge when necessary.

### 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.

### Qualifications: (Minimum Education and Experience)

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

### 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.

### Physical Aspects of the Job:

- ♦ Ability to lift and carry 50 pounds including unloading 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 according to safe, 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 campers and staff in an emergency.
- ♦ Determine cleanliness of dishes, food surfaces, and kitchen area.
- ♦ Ability to assess condition of food.