



Assistant Cook Position Description

Position Title: Assistant Cook
Reports To: Food Services Manager
Status: Seasonal, Non-Exempt
Salary: \$300-\$450 per week

Position Summary

Assist the Food Service Manager in planning and preparing all food and supplies for camp meals and snacks, preparing and delivering enjoyable, nutritious meals for campers and staff and maintaining a clean and safe kitchen environment.

Major Responsibilities

- Assist in preparing foods for all meals and special events, as well as cleaning food service areas for use.
- Assist in any area of kitchen or dining hall, as requested by Food Service Manager.
- Help unload and store supplies.
- Assist in inventory procedures at the opening and close of camp, clean and prepare food service areas for use and close kitchen down for off-season.
- Other duties as assigned

Additional Accountabilities

- Respond to all emergency and crisis situations quickly and calmly.

Requirements

- Minimum age of 18
- Experience in camp dining preferred
- Hold current certification in standard First Aid and CPR as per ACA guidelines
- Must have a current ServSafe certification or the ability to attain certification
- Belief in the purpose and value of Girl Scouting; must be a registered member of Girl Scouts or become a member upon acceptance of position
- Strong commitment to diversity, equity and inclusion
- Ability to communicate with staff, campers and parents with diplomacy and tact.

Physical Requirements

Any physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions unless this would cause an undue hardship to the council.

- Prolonged standing, bending, stooping, walking long distances, hiking, climbing and stretching
- Moderate lifting (up to 50 pounds)
- Walking on uneven terrain, up and down hills for distances up to 1/2 mile multiple times each day
- Endurance to meet emergency needs
- Ability to live in a camp setting and work irregular hours
- Ability to tolerate daily exposure to the sun, heat and animals such as bugs, snakes, bats, etc.
- Physical dexterity to operate kitchen utensils and equipment

Disclaimer Statement

The above is intended to describe the general nature and level of work being performed by employee(s) assigned to this classification. They are not intended to be an extensive list of all responsibilities, duties and skills required of personnel so classified. Other functions may be assigned and management retains the right to add or change the duties at any time. The employee is expected to adhere to all organization policies and to act as a role model in the adherence to the organization policies.

I have read and understand the job description. I attest that I am qualified and able to perform the duties of this position as described.

Employee's Signature _____ **Date** _____