

JOB DESCRIPTION

Title Cook
Responsible To Food Services Manager
Job Classification Seasonal

Purpose of Job To assist in the food planning and preparation of meals for the camp; to ensure health standards are maintained at all times consistent with Girl Scouts of the USA (GSUSA), the American Camp Association (ACA), state and local camp standards.

Minimum Qualifications

- Experience and desire to work in food service.
- Ability to read menus, weights, and measures.
- Willingness to follow established standards of food preparation and serving and kitchen procedures.
- Be committed to the implementation of managing diversity and can work with people or persons of diverse backgrounds and abilities.
- Ability to relate to one's peer group and work as a team.
- Ability to accept supervision and guidance.
- Good character, integrity, ability to adapt to a camp setting, enthusiasm, a sense of humor, patience, and self-control.
- Ability to maintain the highest regards for safety at all times in accordance with GSUSA's Safety Activity Checkpoints, ACA Guidelines, and local and state health codes.
- Ability and willingness to place the needs of youth and camp above personal desires.
- Acceptance of and adherence to the purposes and principles of Girl Scouting as embodied in the Promise and Law.
- Currently registered member of Girl Scouts of the USA or a WAGGGS organization.
- CPR and First Aid Certification preferred.
- High school graduate or equivalent and at least 18 years of age.

Specific Responsibilities

- Comply with standards of Girl Scouts of the USA, American Camp Association and local and state health codes in all areas of food service.
- Assist in estimating food, supply needs, and inventory control.
- Assist with the delivery and storage of food and supplies.
- Assist with preparing foods by performing any combinations of the following tasks:
 - (a) wash, peel, etc. vegetables;
 - (b) prepare poultry and meats;
 - (c) bake breads;
 - (d) stir and strain soups and vegetables;
 - (e) weigh and measure foods;
 - (f) carry pans, pots, etc.
 - (g) store food;
 - (h) clean utensils, pots, and area;
 - (i) distribute food and supplies; and
 - (j) fry, boil, broil, roast, steam.
- Function as general all-round cook for all meals and special events.

- Assist with cleaning and preparation of food service area to open season.
- Assist in preparing pack-out supply requests for cookouts.
- Assist in evaluating the current season and making recommendations for the following season.
- Be alert to potential hazardous situations and follow established emergency procedures when required.
- Prepare for and actively participate in staff training, meetings, supervisory conferences and formal staff evaluation.
- Assist with opening and closing day procedures as directed by camp administrators.
- Submit all required weekly and end-of-season reports on time.
- Manage personal time off in accordance with camp policy.
- Maintain good public relations with parents, campers and general public.
- Inform camp director of any camper or staff concerns.
- Act as a role model for campers and staff in behavior and attitude, following the Girl Scout Promise and Law, camp procedures and policies, especially those pertaining to dress, cleanliness, smoking, alcoholic beverages, and the use of drugs.
- Assist in conducting initial and end of season inventory, storing and keeping equipment in good condition and in cleaning, inventorying, and closing kitchen/dining hall at end of season.

These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

Essential Functions

- Ability to lift/unload/move food and supplies up to 75 lbs.
- Ability to use kitchen equipment safely.
- Ability to operate electrical and mechanical equipment in the kitchen.
- Ability to determine cleanliness of dishes and utensils, food contact surfaces, and kitchen area in accordance with health and safety standards.
- Ability to assess condition of food to ensure accordance with health and safety standards.
- Ability to write and speak effectively, count, do math to adjust recipes, read and comprehend.

I acknowledge receipt of this job description and understand and agree to adhere to all the conditions set forth.

Signature

Printed Name

Date