

ASSISTANT COOK

The Assistant Cook assists with meal preparation and mealtime operations. The Assistant Cook works with other members of the WGL Kitchen to provide high quality dining services.

Camp Goals

To provide a safe, happy and secure environment where kids can be kids. We believe hiring and training a mature, caring, fun loving staff is the key element in helping us achieve this goal each summer. We believe in providing a structured program for children that emphasizes a feeling of family, friendship and belonging and encourages active participation in a variety of experiences. We believe summer camp should be a positive growing experience for everyone involved.

Desired Qualifications

- Desire and ability to work in a children's camp in a wilderness setting
- Ability to assist in the preparation of food for large groups (225 people)
- Ability to work well with others
- Ability to accept supervision
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, good judgment, patience, and self-control

Reports to: Kitchen Manager, Head Cook, and Camp Directors

Requirements: CA ServSafe Certificate

Duties and Responsibilities as Assistant Cook

1. Assist in the Camp's food service preparation while on duty
2. Help reopen the kitchen after the off-season, including:
 - a. Cleaning of stove/oven and food preparation surfaces
 - b. Inventorying supplies
 - c. Unpacking items from storage
3. Assist with safe food preparation, serving, and storage, including:
 - a. Prepare entres
 - b. Prepare side dishes
 - c. Prepare salad bars
 - d. Prepare and utilize leftovers
 - e. Prepare beverages
 - f. Clean up and store food and beverages

4. Follow ServSafe protocols in every stage of the meal service (prep, service, cleanup, storage). Follow all ACA kitchen standards.
5. Assist the Head Cook in estimating needs, receiving orders, and storing food and supplies
6. Help prepare food for special events and Out of Camp trips
7. Assist the Dining Room Supervisor to ensure all meal bells are rang on time
8. Support kitchen staff training (as needed)
9. Help maintain organization and cleanliness of the kitchen
10. Assist in dishwashing and cleaning the kitchen/equipment
11. Assist in any area of kitchen or dining room, as requested by the Head Cook, Kitchen Manager, or Director
12. Assist in the closedown of the kitchen at the end of the season, including:
 - a. Preparing an inventory
 - b. Storing supplies and equipment
13. These are not the only duties to be performed. Duties may be assigned or reassigned by the Kitchen Manager.

Essential Functions and Physical Requirements

1. Demonstrate knowledge and skill in food service and kitchen areas.
2. Cognitive and communication abilities to plan and conduct food service for large groups
3. Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
4. Sufficient visual and auditory ability to monitor participants and staff, recognize potential hazards, and respond appropriately to ensure safety.
5. Endurance including: prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and the ability to lift up to 50 lbs at a height of four feet repeatedly.
6. Ability to lift/unload/move food and supplies; lift dishes to their storage location; use kitchen equipment safely; operate electrical and mechanical equipment; maintain appropriate inventory of food and supplies; operate dishwasher while maintaining

appropriate temperature; determine cleanliness of dishes, food contact surfaces, and kitchen area; assess condition of food.

7. Eye-hand coordination and manual dexterity to manipulate equipment.
8. Willingness to work irregular hours with limited or simple equipment and facilities, with daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.
9. Ability to listen to others, observe others' actions, read text and information; comprehend instructions and manuals.
10. Physical ability to move about the camp property in various environmental conditions and the ability to move throughout the dining hall, kitchen, storerooms, dishwashing area, and dining room.