

Wisconsin Lions Camp
A Project of the Wisconsin Lions Foundation, Inc.

Job Title

Assistant Cook

Responsible to

Cook, Food Service Supervisor, Camp Director

Summary

The purpose of the Assistant Cook is to help prepare and serve high-quality and nourishing meals to campers and staff daily; to help maintain cleanliness and food safety in the kitchen; and to assist with supervision of Kitchen Assistants.

Required Qualifications

1. 18 years or older.
2. Local resident or able to commute on a daily basis (on-site housing may be available).
3. Desire to work in the Camp kitchen and learn the food service routine.
4. Ability to accept supervision, provide guidance to other kitchen staff, and work well with others.

Preferred Qualifications

1. Previous food service experience.
2. Food handler certification.

Essential Functions

1. Sufficient visual, auditory, communication, and cognitive abilities to learn Assistant Cook duties and tasks.
2. Ability to stand for extended periods of time.
3. Ability to work with people of differing abilities to provide customer service to the campers, staff, and other guests who are at camp.
4. Ability to lift and move things up to thirty pounds in weight.
5. Ability to receive and follow general instructions, provide guidance to other kitchen staff, and work well with various coworkers and supervisors.
6. Represent the Wisconsin Lions Camp professionally at all times.
7. Contribute to a positive camp atmosphere by being respectful to others, the Camp and yourself.

Specific Responsibilities

1. Be on time for shifts and be ready to work in proper attire.
2. Follow all food safety procedures.
3. Work with other kitchen staff to maintain a clean and sanitary kitchen.
4. Help maintain organization of food storage areas.
5. Assist the Cook with preparation of meals.
6. Assist with serving of meals.
7. Check menus and prep for future meals.
8. Check and record cooler and freezer temperatures daily.
9. Notify Food Service Supervisor when food or supplies are running low.
10. Measure and record temperatures of foods requiring time and temperature control.
11. Assist with supervision of the Kitchen Assistants, ensuring they are completing assigned tasks.
12. Discuss the work performance of Kitchen Assistants with the Food Service Supervisor as needed.
13. Assist in processing of deliveries of food and kitchen supplies as directed.
14. Perform and complete cleaning and maintenance assignments as directed.
15. Other duties as assigned, which may include cleaning the dining hall and dishwashing.
16. Assist in creating the Camp atmosphere in the dining hall by decorating the dining room and participating in the weekly kitchen parade.
17. Maintain the confidentiality of campers and staff relating to issues such as food needs, health, behaviors, and other situations that may arise.
18. Assist in camp emergencies or other situations as directed by administrative staff.

Typical Summer Schedule (Subject to Change)

<i>Morning shift</i>	Monday – Friday	6:00 am – 2:00 pm
<i>Evening shift</i>	Sunday – Thursday	1:00 pm – 8:30 pm

Revised 12/18