

CAMP ALDRSGATE, INC. JOB DESCRIPTION
KITCHEN COOK

Openings:

The following seasonal cooks are needed from June 12th-August 5th:

1 (one) Morning Cook: 6am to 2pm Monday-Friday

2 (two) Evening Cooks: 1pm to 7pm, Sunday-Thursday

JOB SUMMARY:

Responsible for preparation, service, and clean-up of meals and food for programs; maintains kitchen cleanliness and compliance with regulations; maintains proper storage of food, supplies, and equipment; and performs other duties as assigned. This position is "Safety-Sensitive" in regards to medical marijuana.

RESPONSIBLE TO: Kitchen Supervisor

JOB DUTIES AND RESPONSIBILITIES:

1. Responsible for preparation, service, and clean-up of meals and food: Prepares, serves, and cleans facilities after meals and/or food service for special events; follows camp policies and procedures in all aspects of preparation, service, and cleaning; prepares meals according to assigned menus.
2. Maintains records as assigned: Maintains on a regular basis the appropriate records dealing with preparations, food storage, number of meals served, etc. as assigned by the Kitchen Supervisor; compiles reports indicating information as assigned.
3. Maintains kitchen cleanliness and compliance with regulations: Is aware of regulations regarding food storage, preparation, and serving; follows all policies and procedure regarding such.
4. Maintains proper storage of food, supplies, and equipment: Notifies Kitchen Supervisor of needed supplies and equipment, organizes and maintains storage of food and supplies according to guidelines, responsible for maintaining equipment in usable and safe manner, according to regulations and policies
5. Other duties as assigned

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of the methods of cooking and preparing foods
2. Knowledge of the equipment used in food preparation
3. Knowledge of health, safety, and sanitation regulations in food production
4. Ability to understand and follow recipes and other written and oral instructions
5. Ability to operate equipment used in food preparation

MINIMUM QUALIFICATIONS:

1. Ability to read and write, at least one year experience in institutional or commercial food-service preparation and service

2. Current State of Arkansas Department of Health certificate
3. Must be an effective communicator with supervisory experience
4. Any or all of these requirements may be substituted for equivalent qualifications with approval by the Camp Aldersgate, Inc. Board of Directors personnel committee.
5. Must have completed full COVID-19 inoculations.
6. Must have TB completed tests.