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Job Title:	Cook	**Reports To:**	Camp Director
Department/Group:	Program	**Job Code/Req#:**	79300
Location:	Camp Linden Camp Merrie Woode	**Travel Required:**	Minimal
Level/Salary Range:	$360/week	**Position Type:**	Seasonal
Program Contact:	Jenn Cook Jenn Beaumont	**Date posted:**	February 6, 2014
Will Train Applicant(s):	Yes	**Posting Expires:**	Until position is filled

Applications Accepted By:

FAX OR E-MAIL: (269)492-1439 or hr@gshom.org Subject Line: Cook (Specify Location) **Attention:** HR – Program Department	**MAIL:** HR – Program Department Girl Scouts Heart of Michigan Subject Line: Cook (Specify Location) 601 W Maple Kalamazoo, MI 49008

Job Description

POSITION SUMMARY

To assist the Food Service Manager in providing nutritious, well-prepared meals, which are served to all campers, staff, and guests.

ROLE AND RESPONSIBILITIES

1. Oversee daily operations of the camp's food service.
    - Prepare and cook food as the menu indicates, utilizing frying, boiling, broiling, steaming, roasting of meat, poultry, seafood, fish, vegetables, salads, soups, and gravies.
    - Prepare foods, including washing and peeling.
    - Bake breads, pastries, muffins, etc.
    - Set up food, supplies, and utensils for dining hall distribution.
    - Overseeing the order of food.
    - Store food and leftovers at proper temperature.
2. Oversee routine sanitation of the kitchen and related equipment.
    - Clean and maintain all food-preparation and storage areas.
    - Supervise the cleaning of prep, serving, and dining hall dishes.
    - Reduce waste, reuse items, and recycle as indicated through the camp's procedures.
3. Work as a member of a food service team.
    - Coordinate schedule and job tasks with kitchen assistants.
    - Supervise or direct the work of the kitchen assistants.
4. Other duties as assigned.

KNOWLEDGE

- Experience in institutional or food service setting.
- Knowledge of standards of food preparation and serving, storage of food, and kitchen procedures.
- Knowledge of current health and safety laws and practices is essential.

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- Knowledge of and experience in preparation of special dietary foods, including vegetarian foods.
- Knowledge of food service sanitation.

KNOWLEDGE SKILLS AND ABILITIES

- Ability to lift and carry 50 pounds, including unloading food, supplies, and equipment as needed
- Visual and auditory ability to identify and respond to environmental and other hazards of the site and facilities, as well as camper and staff behavior
- Physical ability to operate kitchen equipment according to safe, recommended methods
- Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more)
- Ability to provide first aid and to assist campers and staff in an emergency
- Determine cleanliness of dishes, food surfaces, and kitchen area
- Ability to assess condition of food
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Physical ability to respond appropriately to situations requiring first aid; must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess the strength and endurance required to maintain constant supervision of campers

CERTIFICATION AND KNOWLEDGE AND ABILITIES

- ServSafe Certification
- Prior experience in cooking for large groups
- Knowledge and prior use of industrial kitchen equipment
- Prior experience in working with menu planning and budgeting
- Must be at least 21 years old or older at the time of employment

COMPENSATION

- Room and board
- $360 per week (based on a 6-day week)
- Work days each week will fluctuate depending on need.

LOCATION EMPLOYMENT DATES

- Camp Linden: July 22 – August 10, 2014
- Camp Merrie Woode: July 22 – August 10, 2014

Girl Scouts Heart of Michigan is an Equal Opportunity Employer.