girl scouts
heart of michigan

Job Title:	Day Camp Cook	**Reports To:**	Camp Director
Department/Group:	Program	**Job Code/ Req#:**	70300
Location:	MI – Kalamazoo	**Travel Required:**	Yes
Level/Salary Range:	Wages begin at $9.00 per hour	**Position Type:**	Seasonal
HR Contact:	Nicole Wilkinson	**Date posted:**	
Will Train Applicant(s):	Yes	**Posting Expires:**	When position is filled

Applications Accepted By:

FAX OR E-MAIL: **Kalamazoo**: (269) 492-1439 or Kalamazoodaycamp@gshom.org **Subject: Day Camp Cook** **Attention:** Program Department	**MAIL:** Girl Scouts Heart of Michigan Program Department Attn: Day Camp Cook 601 W Maple Kalamazoo, MI 49008

Job Description

POSITION PURPOSE

Must be able to understand and work with the mission of Girl Scouts Heart of Michigan (GSHOM), which is; Girl Scouting builds girls of courage, confidence and character who make the world a better place.

The Cook will also ensure the safety of the girl's that attend Summer Day Camps in GSHOM, keep daily and weekly functions of the GSHOM Day Camps are running up to the standards of GSHOM, and oversee the job performance of the Day Camp staff.

ROLE AND RESPONSIBILITIES

1. Providing nutritious, well-prepared meals, which are served to all campers, staff, and guests. Work with the girls with food preparations.
2. Assist in the daily operations of the camp's food service.
3. Create a meal plan for the weekly programs, and place food orders as needed.
4. Ability to work with children. The girls take an active part in the food preparations, cooking, and serving of the meals.
   - Ensure the safety of the girls while preparing food, cooking food, and serving food.
   - 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.
   - Store food and leftovers at proper temperature.
   - Meet the Michigan Health Department standards and/or health codes for everyone.
   - Be aware of the important safety guidelines stated by GSHOM and *Safety Activity Check Points.*
5. Assist in 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.

girl scouts heart of michigan

- Reduce waste, reuse items, and recycle as indicated through the camp's procedures.

5. Be a role model to campers and staff in your attitude and behavior.
   - Follow and uphold all safety and security rules and procedures that are set by GSHOM.
   - Set a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule, active involvement, and daily functions of day camp.

6. Budget Management
   - Adjust the amount of food being purchased due to the attendance or program needs.
   - Assist with managing the budget for the food and/or other cooking equipment or supplies as needed

OTHER JOB DUTIES

- Must ensure that the kitchen and all equipment used are clean at the end of each day.

RELATIONSHIPS

- Report to the Camp Director for any concerns that may arise

EQUIPMENT USED

- Equipment used includes stove, oven, dish washer, and sanitizing system.

Qualifications (MINIMUM EDUCATION AND EXPERIENCE)

- Must be able to acquire ServSafe Certification, prior to employment
- Experience in institutional or food service setting.
- Desire to work in the food service area.
- Knowledge of standards of food preparation and serving, storage of food, and kitchen procedures.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of current health and safety laws and practices is essential.
- Knowledge of and experience in preparation of special dietary foods including vegetarian foods.
- Knowledge of food service sanitation.

PHYSICAL ASPECTS OF THE JOB

- 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 and 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.

Girl Scouts Heart of Michigan is an Equal Opportunity Employer.