

Food Service Positions Available:

Cook Supervisor

Diet Cook

Prep Cook

Evening Prep/Baker

Evening Sanitation

Complete Job Descriptions listed below

# Cook Supervisor



**/Department:** Food Service  
**Reports to:** Food Service Director:  
Richard Geiger

**FLSA Status:** Nonexempt  
**Date:** \_\_\_\_\_

## POSITION SUMMARY:

Cook Supervisor is in charge of the Kitchen and Kitchen Staff in the absence of the Food Service Director. Responsible for providing meals to the staff and residents of Camp Anokijig.

## ESSENTIAL FUNCTIONS:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Review the needs of the meals to be prepared, and delegate the tasks needed to be completed and prepared to Kitchen staff, rotating staff so that all learn to complete all the jobs required of them.
- Documentation of Temperatures (Cooler, Dry Storage, Dish Machine, hot and cold food) taking the proper action to correct problems, communicating problems to the Food Service Director, Camp Director, and or Maintenance Director
- With the assistance of kitchen staff prepare the meal being ever vigilant of the need for sanitation.
- Documentation of amounts of Product used, Prepared, and prepped for upcoming meals, Communicating possible shortages, losses, and the need to reorder product to Food Service Director.
- Supervise and partake in the proper labeling, rotation and preparation of food.
- Insure the safe incorporation of Leftover into the meals.
- Insure the safe handling, cooling, storage and labeling of leftovers to be used in the future.
- Inspection of the Dish Machine to insure that it has been drained, and cleaned after each meal.
- Make sure the scheduled relief person has arrived before leaving, communicate what has been accomplished during the day and what tasks remain to be completed by using the daily meal documentation sheet.
- Dress appropriately meeting the requirements of the dress code

## QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass background checks.

## EDUCATION/CERTIFICATION/LICENSURE:

- Education
  - High School Graduation or Equivalent
  - State of WI required Sanitation Training / Testing

## EXPERIENCE REQUIRED:

- 2 Years Food Related Experience
- Experience and/or training working with special diets and Food Allergies

## KNOWLEDGE AND SKILLS REQUIRED:

- Working Knowledge of Safe Food Practices and instruction of others in their implementation;
- Clear, Concise, Communication to subordinate staff in a respectful manor;
- The ability to Work with other Camp Staff in a co-operative manor to resolve conflict and solve problems including minors and volunteers.

# Cook Supervisor



- Knowledge of the proper and safe use of; cleaning supplies and sanitation of kitchen equipment, to include but not limited to dumb waiter, convection and conventional ovens, Gas Range, Gas Griddle, Holding Oven, Mixers, Dish Machine, Three compartment sinks, Steam Table, Coolers, Freezer
- Maintain a safe and positive team atmosphere.
- Implementation and supervision over special diets and food allergies
- Basic working knowledge of first aid

## PHYSICAL REQUIREMENTS:

To accomplish the essential functions of the position, one must be physically able to work with, calculators, written recipes, the physical activities of the position include walking, reaching, grasping, bending, squatting, chopping, and other repetitive motions.

- The safe lifting of up to 50 pounds, with the assist of another person as needed.
- Standing for long periods of time.
- The use of motorized kitchen equipment as listed above.
- The ability to work in a hot and sometimes humid environment, and to enter Cooler(s) and Freezer(s) when the need of the job requires it.

## INTENT AND FUNCTION OF POSITION DESCRIPTIONS

This position description is intended to cover the most significant aspects of the position. There may be additional responsibilities assigned beyond those stated in this position description. The company reserves the right to modify the role, responsibilities, requirements and position status as compliance regulations or business needs dictate.

Position descriptions assist the company in assuring the hiring process is administered fairly and qualified candidates are selected. They are essential to effective performance management and compensation systems.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the team member or others or which would impose undue hardship on the company. Position descriptions are not intended as and do not create employment contracts. The company maintains its status as an at-will employer and employment separations can occur for any reason not prohibited by law.

## EMPLOYEE ACKNOWLEDGEMENT

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

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Employee printed name

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Employee signature

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Date

# Diet Cook



**Department:** Food Service  
**Reports to:** AM Cook Supervisor

**FLSA Status:**  
**Date:** 11/27/2017

## POSITION SUMMARY:

Cook, produce, and serve specialty diets to campers and staff to facilitate replacement items for the main menu as dictated by the needs of the population of Camp Anokijig. Particular attention must be given to food allergies and intolerances so as to avoid causing physical harm to the individual. Assist Cook Supervisor as needed and complete the responsibilities of the Cook Supervisor in their absence.

## ESSENTIAL FUNCTIONS:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primary responsibilities:

- In co-operation with the other kitchen staff prepare the diet items required for meals making use of regular menu items when possible, being ever vigilant of the need for sanitation.
- Documentation of temperatures Cooking, Cooling, Storage areas, and cold food
- Documentation of amounts of Product used, Prepared, and prepped for upcoming meals, Communicating possible shortages, losses, and the need to reorder product to Food Service Director.
- Supervise and partake in the proper labeling, rotation and preparation of food.
- Insure the safe incorporation of Leftover into the meals.
- Insure the safe handling, cooling, and storage of leftovers to be used in the future.
  - Inspect the serving lines before the meals are served giving direction for checking the food being served for potential allergies are properly labeled and displayed. Peanut Butter is on a table of its own away from the serving line.
  - Communicate potentially unsafe food and unsafe food practices to Food Service Director for proper disposal of food and correction of practices.
  - Documentation of Dish Machine Temperatures taking the proper action to correct problems, communicating problems to the Food Service Director, Camp Director, and or Maintenance Director. In the absence of the AM Cook Supervisor and Food Service Director
  - Inspection of the Dish Machine to insure that it has been drained, and cleaned after each meal. . In the absence of the AM Cook Supervisor and Food Service Director
- Make sure that your replacement has arrived before leaving and communicate what has been accomplished during the day and what tasks remain to be completed by using the daily meal documentation sheet. . In the absence of the AM Cook Supervisor and Food Service Director

## QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass background checks.

## EDUCATION/CERTIFICATION/LICENSURE:

- Education
  - High School Graduation or Equivalent

## EXPERIENCE REQUIRED:

# Diet Cook



- 2 Years Food Related Experience
- experience or Instruction in preparation and handling of special diets

### KNOWLEDGE AND SKILLS REQUIRED:

Ability to Demonstrate:

- Working Knowledge of Safe Food Practices and direct others in their implementation; Clear, Concise, Communication to subordinate staff in a respectful manor;
- The ability to Work with other Camp Staff in a co-operative manor to resolve conflict and solve problems including those involving minors and volunteers.
- Knowledge of the proper and safe use, cleaning, and sanitation of kitchen equipment, to include but not limited to dumb waiter, convection and conventional ovens, Gas Range, Gas Griddle, Holding Oven, Mixers, Dish Machine, Three compartment sinks, Steam Table, Coolers, Freezer
- And maintain a safe positive team atmosphere.
  - Basic working knowledge of first aid
- Dress appropriately meeting the requirements of the dress code

To accomplish the essential functions of the position, one must be physically able to work with, calculators, written recipes, the physical activities of the position include Walking, reaching, grasping, bending, squatting, Chopping, and other repetitive motions.

- The safe lifting of up to 50 pounds, with the assist of another person as needed.
- Standing for long periods of time.
- The use of motorized kitchen equipment as listed above.
- The ability to work in a hot and sometimes humid environment, and to enter Cooler(s) and Freezer(s) when the need of the job requires it.

### INTENT AND FUNCTION OF POSITION DESCRIPTIONS

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Position descriptions assist the company in assuring the hiring process is administered fairly and qualified candidates are selected. They are essential to effective performance management and compensation systems. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the team member or others or which would impose undue hardship on the company. Position descriptions are not intended as and do not create employment contracts. The company maintains its status as an at-will employer and employment separations can occur for any reason not prohibited by law.

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Employee printed name

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Employee signature

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Date

# Prep Cook



**Department:** Food Service  
**Reports to:** Food Service Director:  
Richard Geiger

**FLSA Status:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

## POSITION SUMMARY:

Assist the cook and food service director in providing meals to the staff and residents of Camp Anokijig.

## ESSENTIAL FUNCTIONS:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Am Cook Supervisor is in charge of the Kitchen and Kitchen Staff in the absence of the Food Service Director.

Primary responsibilities:

- Report to work and assist with Opening the Kitchen on time, or properly closing.
- Review the assigned tasks that need to be completed daily
- Documentation of Cooler, Freezer, Dry storage, dish machine, and cooking Temperatures reporting any problems to the supervising cook or food service director.
- Assist with the preparation of the meal being ever vigilant of the need for sanitation.
- Documentation of Food Temperatures; Hot, Cold, Holding, and cooling.
- Documentation of amounts of Product used, Prepared, and prepped for upcoming meals, Communicating possible shortages, losses, and the need to reorder product to Food Service Director.
- Supervise and partake in the proper labeling, rotation and preparation of food.
- Insure the safe incorporation of Leftover into the meals.
- Insure the safe handling, cooling, and storage of leftovers to be used in the future.
  - Set up and prep items for the serving lines before the meals are served paying close attention to sanitation, use of proper serving utensils to deliver the correct serving size, making sure food is being served in the correct order, foods with potential allergies are properly labeled and displayed. Peanut Butter is on a table of its own away from the serving line.
  - Communicate potentially unsafe food and unsafe food practices to Food Service Director for proper disposal of food and correction of practices.
  - Inspection of the Dish Machine to insure that it has been drained, and cleaned after each meal.
- Communicate with other shifts to provide information about what has been completed and what needs to be accomplished

## QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass background checks.

## EDUCATION/CERTIFICATION/LICENSURE:

- Education
  - None

# Prep Cook



### EXPERIENCE REQUIRED:

- o No experience required

### KNOWLEDGE AND SKILLS REQUIRED:

Ability to Demonstrate:

- o Clear, Concise, Communication verbally and in writing
- o The ability to Work with other Camp Staff in a co-operative manor to resolve conflict and solve problems including minors and volunteers.
- o Maintain a positive team atmosphere.
- o The use of kitchen equipment; Ovens Convection and Conventional, Steam Table, Gas Range and Griddle, Holding Oven, Mixers, and Dish machine
- o Basic working knowledge of first aid
- o Abide by the dress code

### PHYSICAL REQUIREMENTS:

To accomplish the essential functions of the position, one must be physically able to work with, calculators, written recipes, the physical activities of the position include talking, reaching, grasping, bending, squatting, chopping, and other repetitive motions.

- The safe lifting of up to 50 pounds, with the assist of another person as needed.
- Standing for long periods of time. The use of motorized kitchen equipment as listed above.
- The ability to work in a hot and sometimes humid environment, and to enter Cooler(s) and Freezer(s) when the need of the job requires it.
- Able to walk up and down stairs as required

### INTENT AND FUNCTION OF POSITION DESCRIPTIONS

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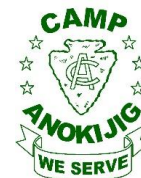
Employee signature

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Date

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# Evening Prep/Baker



**Department:** Food Service  
**Reports to:** Food Service Director: (FSD)  
Richard Geiger

**FLSA Status:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

## POSITION SUMMARY:

Complete the baking needs as scheduled on the menu. Complete Prep lists as scheduled on the menu labeling them for then to be utilized the next day. Work together with the evening sanitation person to assist each other with lifting and cleaning of the Kitchen Area making sure to properly secure the area at the end of the day.

## ESSENTIAL FUNCTIONS:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Follow a Daily Prep list to complete the tasks for the next day(s) Assist with Food related activities that take place after the evening meal (Ice cream Sunday rewards)

Primary responsibilities:

- Report to work on time as scheduled and prepare or bake items needed for the next day(s) meals.
- Review the assigned tasks that need to be completed daily and weekly
- Bake cookies for the Trading post as needed
- Complete the next day's prep list as communicated by the PM Cook or FSD
- Documentation of Food Temperatures as directed by the PM Cook to insure proper cooling
- Take actions as needed to insure proper cooling of leftover or roasted food
- Documentation of scheduled items that are completed and those unable to be completed during your scheduled time. Communicate the need to reorder product to Food Service Director.
- Assist with the proper labeling, rotation and preparation of food.
  - Communicate potentially unsafe food and unsafe food practices to Food Service Director for proper disposal of food and correction of practices.
- Communicate with other shifts to provide information about what has been completed and what needs to be accomplished

## QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass background checks.

## EDUCATION/CERTIFICATION/LICENSURE:

- Education  
None

## EXPERIENCE REQUIRED:

- No experience required



## Evening Prep/Baker



### KNOWLEDGE AND SKILLS REQUIRED:

Ability to Demonstrate:

- Clear, Concise, Communication verbally and in writing
- The ability to Work with other Camp Staff in a co-operative manor to resolve conflict and solve problems including minors and volunteers.
- Maintain a positive team atmosphere.
- The use of kitchen equipment; Ovens Convection and Conventional, Steam Table, Gas Range and Griddle, Holding Oven, Mixers, and Dish machine
- Basic working knowledge of first aid
- Abide by the dress code

### PHYSICAL REQUIREMENTS:

To accomplish the essential functions of the position, one must be physically able to work with, calculators, written recipes, the physical activities of the position include talking, reaching, grasping, bending, squatting, chopping, and other repetitive motions.

- The safe lifting of up to 50 pounds, with the assist of another person as needed.
- Standing for long periods of time. The use of motorized kitchen equipment as listed above.
- The ability to work in a hot and sometimes humid environment, and to enter Cooler(s) and Freezer(s) when the need of the job requires it.
- Able to walk up and down stairs as required

### INTENT AND FUNCTION OF POSITION DESCRIPTIONS

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Employee printed name

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Employee signature

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Date

# Evening Sanitation



**Department:** Food Service  
**Reports to:** Food Service Director: (FSD)  
Richard Geiger

**FLSA Status:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

## POSITION SUMMARY:

Complete Sanitation of the Kitchen Area. Checking that all equipment, floors, prep areas, sinks, counter tops, coolers, Freezers and storage areas are clean, sanitized and ready for use in the next day.

## ESSENTIAL FUNCTIONS:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Follow a Daily and Weekly sanitation schedule to insure the Food Service is a clean and safe environment to prepare and store food. Assist with Food related activities that take place after the evening meal (Ice cream Sunday rewards)

Primary responsibilities:

- Report to work on time as scheduled and clean areas of the food service that are done being used for the day first
- Review the assigned tasks that need to be completed daily and weekly
- Work with and assist the evening baker with lifting as needed.
- Assist with completing the next day's prep list as communicated by the PM Cook or FSD
- Documentation of Food Temperatures as directed by the PM Cook to insure proper cooling
- Take actions as needed to insure proper cooling of leftover or roasted food
- Documentation of cleaning chemicals used up and needing replacement reporting possible shortages, losses, and the need to reorder product to Food Service Director.
- Assist with the proper labeling, rotation and preparation of food.
  - Communicate potentially unsafe food and unsafe food practices to Food Service Director for proper disposal of food and correction of practices.
  - Inspection and cleaning of the Dish Machine with spray hose to insure it has been cleaned daily and de-lime the machine on a rotating schedule weekly.
- Communicate with other shifts to provide information about what has been completed and what needs to be accomplished
- Mopping and cleaning of coolers paying close attention to outdated and potentially unsafe items to be discarded, and assisting with rotation of stock and inventory.

## QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass background checks.

## EDUCATION/CERTIFICATION/LICENSURE:

- Education
  - None

# Evening Sanitation



### EXPERIENCE REQUIRED:

- o No experience required

### KNOWLEDGE AND SKILLS REQUIRED:

Ability to Demonstrate:

- o Clear, Concise, Communication verbally and in writing
- o The ability to Work with other Camp Staff in a co-operative manor to resolve conflict and solve problems including minors and volunteers.
- o Maintain a positive team atmosphere.
- o The use of or cleaning of kitchen equipment; Ovens Convection and Conventional, Steam Table, Gas Range and Griddle, Holding Oven, Mixers, and Dish machine
- o Basic working knowledge of first aid
- o Abide by the Dress code

### PHYSICAL REQUIREMENTS:

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- The safe lifting of up to 50 pounds, with the assist of another person as needed.
- Standing for long periods of time. The use of motorized kitchen equipment as listed above.
- The ability to work in a hot and sometimes humid environment, and to enter Cooler(s) and Freezer(s) when the need of the job requires it.
- Able to walk up and down stairs as required

### INTENT AND FUNCTION OF POSITION DESCRIPTIONS

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Employee signature

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Date

# Evening Sanitation

