

Prep Cook



Department: Food Service

Reports to: Food Service Director:

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

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

Primary responsibilities:

- 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.
- Ensure 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 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 ensure 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

EXPERIENCE REQUIRED:

- No experience required

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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 (training available)

PHYSICAL REQUIREMENTS:

To accomplish the essential functions of the position, one must be physically able to work calculators and read 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 assistance 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

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

Employee printed name

Employee signature

*

Date