

Achievement Centers for Children

Job Description

Job Title: Cook – Summer Camp Programs

Department: Recreation Programs

Report to: Manager of Camp Programs

Position Overview

Prepare and serve meals according to camper dietary needs. Abides by and monitors methods of food handling, preparation, meal service and equipment cleaning. The Cook reports directly to the Manager of Camp Programs. Summer camp employment is from June 19, 2015 to August 14, 2015.

Duties and Responsibilities

- Coordinate food preparation and meal service
- Plan and initiate cooking schedule for food preparation to meet meal schedule.
- Prepare season, cook and serve special dietary meals; ensure appropriate portioned servings according to portion control standards.
- Prepare nutritional snacks for clients as directed by Manager of Camp Programs
- Monitor temperature of hot and cold foods through food preparation and service to ensure that established temperature goals are met prior to serving the food and maintained throughout the meal service.
- Determines amount and type of food and supplies required for daily meals.
- Notify Manager of Camp Programs, supplies or equipment needs, reports equipment breakdown, and unsafe conditions.
- Clean equipment and work areas after each meal
- Knowledgeable of Federal, State, and facility rules, regulations, policies and procedures
- Follow defined safety codes while performing all duties

Qualifications

- High school graduate or equivalent education is preferred. Preference is given to persons with education in quantity cooking and specialized dietary needs.
- Minimum two (2) year food service experience in health care dietary setting is desired.
- General knowledge of quantity food preparation and portion serving
- Verbal and writing abilities necessary to communicate and work effectively with various levels of staff and campers

- Numerical ability necessary to make various computations in keeping work records and in recipe preparation
- Motor coordination and manual dexterity are required to prepare food and operate dietary equipment.
- Willingness to perform routine, repetitive tasks with frequent interruptions
- Ability to read, understand, and follow recipe directions, meal plans, dietary needs, and work assignments.
- Able and willing to work flexible hours
- Must be patient and tolerant toward staff and clients
- ServeSafe and/or Person-in-Charge certification(s) a plus but not required