

JOB DESCRIPTION

ASSISTANT COOK

Purpose: To assist in the preparation of food for resident camp dining hall meals. To fully support and actively participate in the team approach to camp management and achievement of goals.

Accountable to: The Head Cook

Principal Duties:

1. Assists the head cook with preparation of meals.
2. Oversees and helps serve food.
3. Assures that food is handled and stored in accordance with U.S. Government, R.I. State Health Department and Girl Scout standards.
4. Assists with storage or disposal of leftover foods, making sure all foods are covered and off floor, on pallets.
5. Assists in keeping kitchen clean; checks daily that all appliances are kept tidy and clean; assures that work surfaces and floors are swept, washed with soap and disinfectant daily.
6. Helps receive food deliveries; checks invoices against food/supplies actually delivered and/or against original order if available.
7. Assists with inventories, reports and maintenance of food storage rooms.
8. Supervises the kitchen assistants in the absence of the Head Cook. Kitchen Assistants may not be on site without the supervision of either the Head Cook or an Assistant Cook.
9. Assists with processing pack-out food orders under guidance of Head Cook and in accordance with unit pack-out food ordering schedule. Prepares mixes for muffins or biscuits using USDA Commodities as primary supplies where possible and in packages for 8, 12 & 24 persons. Follows same principle in preparation of other foods, i.e., frozen meat packaging, cheddar cheese, etc.
10. Prepares meal count for dining hall at least a day in advance where possible.
11. Helps supervise the dining hall setup for each meal. Sees that the dishwasher is properly cleaned and turned off at the end of the day.
12. Follows established camp crisis procedures.
13. Performs other duties as assigned.

Qualifications:

1. General:
 - a) Be a current member of the Girl Scout movement and accept the beliefs and principles and ways of work of the organization.
 - b) Have knowledge of safe food preparation, storage and handling.
 - c) Have knowledge of safe use and storage of pesticides and cleaning compounds in food preparation areas.
 - d) Have ability to supervise staff and work as a team member.
2. Age: 18 years of age minimum
3. Training and Experience:
 - a) Have one year of training in institutional food service or equivalent experience.
 - b) Have knowledge of applicable food handling rules.
 - c) Hold current State of RI Food Handler certificate.
 - d) Hold current First Aid and CPR certificates