

CAMP STELLA MARIS
JOB DESCRIPTION (Updated 10/2023)

POSITION: ASSISTANT COOK – Seasonal Non-Exempt (Part-Time/Full-Time)

Salary Range: \$18-\$21/hour

Reports directly to Head Cook.

RESPONSIBILITIES:

Prior to the start of camp:

1. Assist Head Cook with main set-up of Peggy's Café for summer season.
2. Assist Head Cook in facilitating kitchen staff training weekend.

While camp is in session:

1. Assist Head Cook in the supervision, support, coaching, directing, and coordinating of kitchen staff.
2. Prepare, cook, and serve food according to menus.
3. Responsible for safe and proper storage of all food (in accordance with NYSDOH).
4. Oversee implementation and maintenance of sanitation rules and regulations to ensure compliance with health and sanitation codes and guidelines.
5. Utilize rotation basis of "First In/First Out" policy of all food products.
6. Cooperate with Health Director regarding the preparation of food for campers/staff with special diets. (Review all menus to ensure that any dietetic needs of campers and staff are met).
7. Work with Head Counselor to prepare staff festivities, snack, once a week.
8. Friday evening of long weeks prepare a cart with Saturday morning grab and go breakfast.
9. Assist Head Cook in closing Peggy's Café, including all inventory, in accordance with end of season instructions provided by the Summer Camp Director.

OTHER:

- Availability required from mid-June to mid-August.
- Enforce all safety regulations and procedures in accordance with NYSDOH regulations.
- Abide by and enforce all Camp Stella Maris policies and regulations.
- Must adhere to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing, and documentation standards.
- All duties must be performed in accordance with CCDR's corporate compliance and ethics program.

QUALIFICATIONS:

1. Preferred 21 years of age or older.
2. Experience in quantity cooking and food management.
3. Sanitation certificate as required by local or state law.
4. Possess excellent management and leadership skills.
5. Ability to relate well with children and staff.
6. Possess a valid driver's license.