

# Kitchen Job Description

	KITCHEN MANAGER	KITCHEN COOK	KITCHEN STEWARD
<b># OF POSITIONS</b>	1	2	2
<b>SUMMARY</b>	<ul style="list-style-type: none"> <li>The kitchen manager is on a 2 week rotation, spending 1 week at each High Trails site kitchen.</li> <li>The kitchen manager is in charge of serving quality food to the students and staff on a daily basis.</li> <li>Overall management, service, planning, ordering, and delivery of the food service program at High Trails</li> <li>Overall training, supervision, and management of the cook, steward, and any other kitchen assistants.</li> </ul>	<ul style="list-style-type: none"> <li>Cooks are on a 2 week rotation, spending 1 week in the kitchen and 1 week in a teaching capacity.</li> <li>The cook is in charge of serving quality food to the students and staff on a daily basis.</li> </ul>	<ul style="list-style-type: none"> <li>Stewards are on a 4 week rotation, spending 1 week in the kitchen and 3 weeks in a teaching capacity</li> <li>Stewards assist the kitchen manager and cook in overall meal preparation and presentation, as well as being in charge of kitchen maintenance and cleaning.</li> </ul>
<b>COMPENSATION</b>	<ul style="list-style-type: none"> <li>Commensurate with experience. Competitive salary package available.</li> <li>Bonus based on cost savings.</li> <li>Housing provided. Utilities are not covered</li> <li>Board when program in session</li> </ul>	<ul style="list-style-type: none"> <li>Wage and benefits based upon Level system.</li> <li>Base wage is current level plus \$30/day</li> <li>Housing provided. Utilities are not covered</li> <li>Board when program in session</li> </ul>	<ul style="list-style-type: none"> <li>Wage and benefits based upon Level system.</li> <li>Base wage is current level plus \$10/day</li> <li>Housing provided. Utilities are not covered</li> <li>Board when program in session</li> </ul>
<b>PROGRAM SCHEDULE</b>	<p>1st Day: 7:30am - 8pm, Time and a Half Shift Daily: 6am - 10:30am, 3pm - 8pm, Single Shift Last Day: 6am - end of staff meeting.</p> <p><b>NOTE:</b> times are dependent upon skill and effort of employee, weather, and other factors. <i>Hours are subject to change as camp needs dictate.</i></p>	<p><b>As Field/Cabin Instructor:</b> Based on schedule.</p> <p><b>As Cook:</b> 1st Day: 7:30am - 8pm, Time and a Half Shift Daily: 6am - 10:30am, 3pm - 8pm, Single Shift Last Day: 6am - end of staff meeting.</p> <p><b>NOTE:</b> times are dependent upon skill and effort of employee, weather, and other factors. <i>Hours are subject to change as camp needs dictate.</i></p>	<p><b>As Field/Cabin Instructor:</b> Based on schedule.</p> <p><b>As Steward:</b> 1st Day: 7:30am - 8pm, Time and a Half Shift Daily: 6am - 10:30am, 3pm - 8pm, Single Shift Last Day: 6am - end of staff meeting.</p> <p><b>NOTE:</b> times are dependent upon skill and effort of employee, weather, and other factors. <i>Hours are subject to change as camp needs dictate.</i></p>
<b>START DATE END DATE</b>	<ul style="list-style-type: none"> <li>Start date is one week before the 1st day of staff training. End date is the last day of regular</li> </ul>	<ul style="list-style-type: none"> <li>Start date is one week before the 1st day of staff training. End date is the last day of regular</li> </ul>	<ul style="list-style-type: none"> <li>Per staff informational webpage.</li> </ul>
<b>KITCHEN DUTIES</b>	<ul style="list-style-type: none"> <li>Ensure kitchen meets or exceeds health department requirements.</li> <li>As per Kitchen Guide, available on SW</li> <li>Management of other kitchen personnel.</li> <li>Ensures all cooks are ServSafe manager certified and all staff are ServSafe food handler certified.</li> <li>Full maintenance and seasonal updates of all documents related to position.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure kitchen meets or exceeds health department requirements.</li> <li>As per Kitchen Guide, available on SW</li> <li>Management of other kitchen personnel.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure kitchen meets or exceeds health department requirements.</li> <li>As per Kitchen Guide, available on SW</li> </ul>
<b>SCHOOL DUTIES</b>	<ul style="list-style-type: none"> <li>School liaison; communication with teachers of food related program needs.</li> </ul>	<ul style="list-style-type: none"> <li>School liaison; communication with teachers of food related program needs.</li> </ul>	<ul style="list-style-type: none"> <li>School liaison; communication with teachers of food related program needs.</li> </ul>

<b>PROGRAM DUTIES</b>	<ul style="list-style-type: none"> <li>• With kitchen team; present weekly kitchen information, education, and reminders to staff.</li> <li>• Secondary staff supervision and discipline.</li> <li>• Support staff as needed.</li> <li>• Maintains project areas</li> </ul>	<ul style="list-style-type: none"> <li>• With kitchen team; present weekly kitchen information, education, and reminders to staff.</li> <li>• Secondary staff supervision and discipline.</li> <li>• Support staff as needed.</li> <li>• Maintains project areas</li> </ul>	<ul style="list-style-type: none"> <li>• With kitchen team; present weekly kitchen information, education, and reminders to staff.</li> <li>• Secondary staff supervision and discipline.</li> <li>• Support staff as needed.</li> <li>• Maintains project areas</li> </ul>
<b>SITE DUTIES</b>	<ul style="list-style-type: none"> <li>• Secondary communication with facility personnel</li> <li>• Support facility personnel as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary communication with facility personnel</li> <li>• Support facility personnel as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary communication with facility personnel</li> <li>• Support facility personnel as needed</li> </ul>
<b>PROJECT DUTIES</b>	To Be Determined, in addition to regular duties	To Be Determined, in addition to regular duties	To Be Determined, in addition to regular duties
<b>REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• ServSafe Manager certification</li> <li>• A valid drivers license and the ability to drive a manual transmission.</li> <li>• The ability to work and think independently AND follow directions.</li> <li>• The energy, organizational ability and desire to be responsible for the program, safety and welfare of students, teachers and staff at High Trails to the extent of employee's certification and training.</li> <li>• Should show evidence of the following personal characteristics: a willing attitude, positive outlook, concern for students &amp; staff safety, good interpersonal skills, decision making skills, maturity, integrity, creativity, adaptability, flexibility, high energy, proactivity and approachability.</li> <li>• Ability to learn and efficiently use a computer, the internet, and any required tool or technology.</li> </ul>	<ul style="list-style-type: none"> <li>• ServSafe Manager certification</li> <li>• A valid drivers license and the ability to drive a manual transmission.</li> <li>• The ability to work and think independently AND follow directions.</li> <li>• The energy, organizational ability and desire to be responsible for the program, safety and welfare of students, teachers and staff at High Trails to the extent of employee's certification and training.</li> <li>• Should show evidence of the following personal characteristics: a willing attitude, positive outlook, concern for students &amp; staff safety, good interpersonal skills, decision making skills, maturity, integrity, creativity, adaptability, flexibility, high energy, proactivity and approachability.</li> <li>• Ability to learn and efficiently use a computer, the internet, and any required tool or technology.</li> </ul>	<ul style="list-style-type: none"> <li>• Food Handlers certification</li> <li>• A valid drivers license and the ability to drive a manual transmission.</li> <li>• The ability to work and think independently AND follow directions.</li> <li>• The energy, organizational ability and desire to be responsible for the program, safety and welfare of students, teachers and staff at High Trails to the extent of employee's certification and training.</li> <li>• Should show evidence of the following personal characteristics: a willing attitude, positive outlook, concern for students &amp; staff safety, good interpersonal skills, decision making skills, maturity, integrity, creativity, adaptability, flexibility, high energy, proactivity and approachability.</li> <li>• Ability to learn and efficiently use a computer, the internet, and any required tool or technology.</li> </ul>
<b>JOB DESCRIPTION NOTE</b>	This job description is in addition to the basic Instructor Job Description Qualifications and Requirements posted on our website.	This job description is in addition to the basic Instructor Job Description Qualifications and Requirements posted on our website.	This job description is in addition to the basic Instructor Job Description Qualifications and Requirements posted on our website.