Cook Job Details

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|  | COOK | LEAD COOK Duties and Details in addition to those of Cook |
| # OF POSITIONS | 2 | 1 |
| SUMMARY | * Cooks are on a 3 week rotation, spending 1 week as an instructor in the field/cabins and 2 weeks as a cook. * The Cook is in charge of serving quality food to the students and staff on a weekly basis. | * Overall management, service, planning, and delivery of the food service program at High Trails. * Overall training, supervision, and management of the kitchen team and kitchen collaborator. |
| **COMPENSATION** | * Wage and benefits based upon Level system. * Base wage is current level plus $10/day * Pay rate is 1.33 when serving as Cook during program weeks. * ??% of pooled bonus based on cost savings. * Housing provided. Utilities are not covered * Board when program in session | * Wage and benefits based upon Level system. * Base wage is current level plus $20/day * Pay rate is 1.33 when serving as Cook during program weeks. * ??% of pooled bonus based on cost savings. * Housing provided. Utilities are not covered * Board when program in session. |
| **PROGRAM**  **SCHEDULE** | * **As Field/Cabin Instructor:**   Based on schedule.   * **As Cook:**   1st Day: 8am - 8pm  Daily: 5:30am-10:30am, 3pm-8pm  Last Day: 5:30am - end of staff meeting.  **NOTE:** times are dependent upon skill and effort of employee, weather, meal, and other factors. | Additional duties as required to make the job happen. |
| START DATE **END DATE** | * Start date is the 1st day of the 2nd week of staff training. * End date is the last day of regular program. | * Start date is one week before the 1st day of staff training * End date is the last day of regular program. |
| **COOK DUTIES** | * Ensure kitchen meets or exceeds health department requirements. * As per Kitchen Guide, available on SW | * Leading and management of cooks and kitchen collaborators. * Full maintenance and seasonal updates of all documents related to position. |
| **SCHOOL DUTIES** | * School liaison; communication with teachers of food related program needs. |  |
| **PROGRAM DUTIES** | * With kitchen team; plans, develops and teaches one inservice per season. * Responsible for authoring a 500 word blog type essay designed to teach and inspire staff once a season. * Secondary staff supervision and discipline. * Support staff as needed. * Maintains project areas | * Ensures all cooks are ServSafe manager certified and all staff are ServSafe food handler certified. |
| **SITE DUTIES** | * Secondary communication with facility personnel * Support facility personnel as needed |  |
| **PROJECT DUTIES** | To Be Determined, in addition to regular duties |  |
| **REQUIREMENTS** | * ServSafe Manager certification * A valid drivers license and the ability to drive a manual transmission. * The ability to work and think independently AND follow directions. * 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. * Should show evidence of the following personal characteristics: a willing attitude, positive outlook, concern for students & staff safety, good interpersonal skills, decision making skills, maturity, integrity, creativity, adaptability, flexibility, high energy, proactivity and approachability. * Ability to learn and efficiently use a computer, the internet, and any required tool or technology. |  |
| JOB DESCRIPTION NOTE | 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. |