

Camp Ocean Pines Position Description

Cook Helper/Housekeeper

Position Description

The Cook Helper/Housekeeper position is a part time year round position of maintaining a clean and healthy camp and preparing food for visiting groups. The Cook Helper/Housekeeper serves under the guidance of the Head Cook and Director of Operations. Success will be measured by a clean kitchen, clean buildings, cost effective meal preparation, a punctual and professional manner, and camper satisfaction.

Essential Functions

Ability to:

- Lift, unload, and move food and supplies
- Lift dishes to their storage location
- Use kitchen equipment safely
- Operate electrical and mechanical equipment
- Operate dishwasher at appropriate temperatures
- Determine cleanliness of dishes, food contact surfaces, and kitchen area
- Assess condition of food

Qualifications

- Experience as a cook, preferably in a camp or institutional food service setting
- Training and experience in cooking for large groups
- "Safe Serve" certificate and knowledge of standards of food preparation and serving, and sanitary kitchen procedures
- Ability to work well with others
- Desire and ability to work in a camp setting
- Drug test, background check, TB test, First Aid/CPR is required of all camp employees

General Responsibilities

- Be a positive and helpful representative of camp to all guests.
- Function as general all around cook for all meals and special events: Cook, trim, portion, carve, bake, broil, roast, steam, all the meats, vegetables, salads, breads, deserts, etc.
- Record quantities, types, and preparation methods of food served.
- Clean and prepare food service areas for use.
- Receive daily deliveries, store foodstuffs and supplies
- Perform daily tasks to maintain a clean kitchen: sweep/mop kitchen and dining areas, wipe down dining room tables, straighten counters, remove trash from kitchen and dining room to dumpster, clean and wash trash cans.
- During down times, organize and deep clean the kitchen and dining areas, maintaining all kitchen equipment in superb cleanliness.
- Clean cabins, bathrooms and other buildings before and after groups arrive.
- Train other kitchen staff as needed.

Benefits

Range of pay is \$9 to \$12/hour. Minimum of 25 hours per week. Hours will vary according to groups booked.

Evaluation

The Director of Operations will evaluate the Cook Helper/Housekeeper, based on criteria derived from the position description.

Application Details:

- Download application from camp website at www.campoceanpines.org
- Mail application and resume to camp at Camp Ocean Pines, 1473 Randall Drive, Cambria, CA 93428
- Position begins June 15, 2008 or when filled