



## **Camp Twin Lakes**

### **Job Description**

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**Job Title:** Prep Cook

**Reports To:** Head Chef/Foodservice Coordinator and/or Opening/Closing Supervisor

#### **SUMMARY**

This individual is responsible for food preparation, sanitation and cleaning, maintaining all Camp Twin Lakes Standard Operating Procedures, service to campers, and customer service.

#### **QUALIFICATIONS**

In order to execute the duties of this position successfully the individual must be able to perform all of the **ESSENTIAL DUTIES AND RESPONSIBILITIES** listed below. The requirements below are representative of knowledge and skill required. Reasonable accommodations may be made for individuals with disabilities to enable them to perform the functions of the position.

#### **EDUCATION/EXPERIENCE**

The minimal level of education required for the position is a high school diploma or equivalent. A minimum of at least two years of hospitality experience is required.

#### **LANGUAGE & MATH SKILLS**

Individual must be functionally literate in English and able to read, write, and speak the language. Individual must be able to add, subtract, multiply, divide, use and understand fractions, and be able to convert recipe quantities using ratios.

#### **REASONING ABILITY**

Individual must display adequate reasoning skills and be able to problem solve.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

None required.

#### **PHYSICAL DEMANDS**

Individual must be able to lift and carry items up to 50 pounds, withstand short-term temperature variations ranging from -10°F - 100°F, work in a hot atmosphere throughout the day, and spend long periods of time standing. Should be able to work in a fast-paced environment.

#### **ESSENTIAL DUTIES & RESPONSIBILITIES**

This individual will...

Promote a positive and professional atmosphere in the kitchen through his or her actions and demeanor.

Competently and safely operate all kitchen equipment in accordance with all local and state health regulations and the protocol of Camp Twin Lakes.

Be aware of all meal times, preparation lists, and production progress.

Prepare and serve all food items in a timely and safe manner in accordance with all local and state health regulations and the protocol of Camp Twin Lakes.

Comply with all Camp Twin Lakes Standard Operating Procedures and all employee guidelines spelled out in the Camp Twin Lakes Employee Manual.

Report any lapses in procedure and policy to the Head Chef/Foodservice Coordinator, or Opening/Closing Supervisor.

Adhere to provided menus and recipes in order to ensure the safety and reliability of allergy-reporting systems.

Serve food to campers and staff in a professional manner and in accordance with all local and state health regulations and the protocol of Camp Twin Lakes.