

## **CAMP LION KNOLL Assistant COOK**

Employed by: Girls Club of Greenfield

Responsible to: Director and Asst. Director

Supervises: Kitchen Aide

### **RESPONSIBILITIES:**

1. Preparation of meals and snacks with assistance of Kitchen Aide, for children and staff (about 90-100) on daily basis, some baking included.
2. Prepare a menu according to USDA Summer Food Program guidelines while also maintaining nutritious menu items as well as limiting sugar, salt and processed foods.
3. Coordinate food ordering from Thurston Foods, Foster's Supermarket and other s weekly. Be responsible for ordering commodities and other kitchen supplies as needed.
4. Attend to cleanliness and orderliness of the kitchen, including cleaning stoves, defrosting refrigerators and freezers as needed and daily washing of dishes. Also supervising aide in the cleaning of dining hall, milk buckets, counters and dishes.
5. Be responsible for food inventory in refrigerators, freezers, cabinets and storage room as well as the organization of those areas.
6. Maintain production records and USDA paperwork as needed.
7. Must be ServSafe Certified.
8. Must be able to lift 50 lbs.
9. Attend orientation and staff meetings as scheduled.
10. Any additional duties assigned by Director and Asst. Director.