

# **Wildwood Ranch**

## **Job Description**

**POSITION: ASSISTANT COOK**

**RESPONSIBLE TO: PROGRAM DIRECTOR  
FOOD SERVICE SUPERVISOR**

### **QUALIFICATIONS:**

In addition to those qualifications listed in the WILDWOOD RANCH JOB DESCRIPTIONS OVERVIEW, the Assistant Cook should:

1. Be at least 18 years of age.
2. Have experience in planning and cooking in a professional setting.
3. Be able to guide, supervise and be an example to kitchen staff including teenage volunteers.
4. Be willing to work irregular hours. (rare late nights).

### **RESPONSIBILITIES:**

In addition to those responsibilities listed in the WILDWOOD RANCH JOB DESCRIPTIONS OVERVIEW, the Assistant Cook should:

1. Assist in ordering food, kitchen supplies and maintaining a running food inventory.
2. Be involved in the preparation and service daily for at least two of those meals (Sun. - Fri.).
3. Take care of maintaining the cleaning supplies along with Jr. Staff (see Head Cook for details).
4. Assist in the supervision of kitchen staff (adult and junior staff).
5. Share responsibility for maintaining kitchen, storage, and dish room in a clean and sanitary condition.
6. Assist in the organization of food and prep areas
7. Assist in putting away food orders properly
8. Assist in daily cleaning and sanitizing of all kitchen and dining areas as well as areas that may not be limited to the kitchen according to Health Department guidelines
9. Assist in the set-up of the dining hall for each meal
10. Assist in ensuring that meals for those with allergies are made completely free of the allergen
11. Assist in stock rotation
12. Assist with cookouts as needed.

**JOB REQUIREMENTS:**

1. Must be able to follow standardized recipes
2. Must be able to do simple math to convert recipes as needed
3. Must be able to lift 50 pounds unassisted
4. Other tasks as assigned

**TRAINING:**

1. Must attend Wildwood Ranch pre-camp staff training.
2. U.S.D.A. Summer Food Service Program training.