

## **One Heartland Job Description Cook**

### **Job Summary**

Under the supervision of the Head Cook, the Cook prepares and serves nutritious and balanced meals for up to 150 participants and staff at any one time. They maintain a safe and sanitary kitchen environment and assist with administrative tasks such as inventory. While often working behind the scenes, this person is also encouraged to interact with participants and staff during mealtimes. This is a full-time or part-time, summer seasonal position with opportunities for casual/on-call employment in the off season (if desired). Anticipated pay rate is \$15/hour, or comparable weekly rate with room and board provided for full-time candidates interested in living in on-site housing for the summer.

### **Principal Responsibilities & Essential Functions**

- Attend training sessions as required & appropriate during staff orientation addressing the development of safe, fun, diverse, inclusive, and equitable participant outcomes and experiences, as well as position-specific training
- Arrive on time and prepared for scheduled shifts & in appropriate attire that supports both food and personal safety
- Prepare and serve meals for up to 150 participants, staff, and/or guests at any one time in a timely manner
- Ensure meals are prepared in accordance with food safety guidelines, including temperatures of hot and cold foods
- Prepare food to One Heartland standards including meeting dietary restrictions and food allergies and following a pre-planned menu
- Assist the Head Cook with administrative tasks such as posting daily menus in the dining hall, ensuring food availability for staff during time off between camp sessions, maintaining accurate inventory of food and kitchen supplies while minimizing waste, and occasionally stepping up when the Head Cook is unavailable to oversee the kitchen and dining areas
- Maintain cleanliness of the kitchen, dishes, and dining areas
- Communicate any relevant information regarding the operation of the kitchen and dining hall to the Head Cook in a professional and timely manner, including but not limited to meals, staff, equipment, inventory, and accidents/injuries (including paperwork and documentation)
- Work as part of the overall staff team, including attending and participating in staff meetings, communicating with supervisor and peers about the wellness and development of staff and participants as appropriate, and supporting other team members and projects as needed, such as helping prepare camp for the next group of participants
- Ensure the following of all One Heartland staff and facility policies and procedures as well as all health and industry regulations such as state of Minnesota and ACA (American Camp Association) standards
- Work together with other staff to ensure kitchen and dining hall areas and equipment are maintained and safe for use
- Act in a professional and friendly manner to ensure positive relations with participants, families, community, volunteers, visitors, and staff

### **Qualifications**

- ServSafe Food Handler Certification or similar (or ability to attain prior to employment)
- Experience in, or desire to work in, the food and beverage industry
- Ability to maintain confidentiality regarding organizational, staff, and participant information

- Strong attention to detail and cleanliness
- Ability to direct and communicate effectively with peers
- Commitment to stewardship and conservation by using resources effectively and efficiently
- Connection to or knowledgeable about one or more of the communities we work with (LGBTQ+, HIV/AIDS, currently or formerly unhoused) along with a commitment to respectfully work with, and honor the identities and experiences of, our participants from these communities
- Demonstrated commitment to diversity, equity, inclusion, and anti-racism

### **Preferred Qualifications**

- Prior knowledge and experience in aspects of food service management such as food preparation, family-style serving, buffet-style serving, cleaning, food safety, and commercial kitchen equipment
- Knowledge of and experience in preparation of special dietary foods, such as for vegans or those with food allergies

### **Physical Requirements**

- Must be able to thrive in an environment with regular exposure to crowds and high noise levels
- Ability to sit, stoop, kneel and crouch
- Must be able to push, pull, lift, and carry heavy objects (up to about 50 pounds), such as full pans of food, trash bags, mop buckets, or cases of ingredients
- Ability to work while standing and tolerate extreme heat, extreme cold, and occasional outdoor weather conditions (such as when retrieving food items from the coolers outside of the building)
- Able to observe cleanliness of dishes, food-contact surfaces, and kitchen areas and assess the condition of food
- Able to be present in kitchen/serving area throughout entire meal service to ensure needs are met
- Must be able to work with chemical cleaners and sanitizers
- For those living on-site: able to move about camp indoors and out and ability and willingness to live in camp setting with daily exposure to the sun, heat, and animals such as bugs, snakes, and spiders

Working as a member of the One Heartland team is a unique, exciting, and demanding opportunity. Fostering our community requires hard work, long hours, and significant commitment. Staff must maintain high levels of energy, patience, professionalism, and compassion. This intense work requires stamina and dedication. The result is an incredibly rewarding job transforming the lives of young people, families, and often one another, too.

Frequently cited statistics show that women and members of structurally marginalized and/or underrepresented groups apply to jobs only if they meet 100% of the qualifications. One Heartland encourages you to break that statistic and apply. No one ever meets 100% of the qualifications. We look forward to your application.