



WESTWIND

Job Description

Job Title: **Kitchen Supervisor/Cook**
Classification: **Full Time, hourly/non-exempt**
Reports to: **Food Service Manager/Baker**

Position Summary

Westwind operates its kitchen at 40+ hours a week for 8-9 months, ranging from early February to early November.

Essential Job Functions

- Work as a member of a food service team:
 - Coordinate schedule and job tasks with chef and cooks
 - Assist with supervising or directing the work of the cooks; supervise staff in the absence of chef
 - Assist with all reporting for ODS NSLP
- Assist in the daily operations of the camp's food service:
 - Prepare and cook food as menus indicate
 - Receive deliveries reporting any shorts to chef
 - Set up food, supplies, and utensils for dining hall distribution
 - Store food and leftovers at proper temperature
 - Assist cooks in clean-up and dishes
- Assist in routine sanitation of the kitchen and related equipment
 - Clean and maintain all food-preparation and storage areas
 - Supervise the cleaning of prep, serving, and dining hall dishes
 - Reduce waste, reuse items, and recycle per camp's procedures
 - Wash, dry, fold kitchen linens as needed

Qualifications

- 2 years of professional cooking experience
- Oregon Food Handlers Card, ServSafe preferred
- Experience in preparation of special dietary foods including vegetarian foods

Physical Aspects of the Job

- Ability to lift and carry 50 pounds including unloading food, supplies, and equipment.
- Physical ability to operate kitchen equipment according to safe, recommended methods.
- Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more).
- Ability to provide first aid and to assist campers and staff in an emergency. We will provide training, if necessary.

Employee Signature: _____

Date: _____