

TRAIL BLAZERS
250 W 57th Street, Suite 1132
New York, NY 10019
212-529-5113

POSITION: Assistant Cook

RESPONSIBLE TO: Head Cook

GENERAL RESPONSIBILITY: To assist the Head Cook in providing a quality and safe food service operation, supportive of decentralized camping and the philosophy of Trail Blazers. The Assistant Cook is also expected to carry out the “General Responsibilities” for all Trail Blazers Staff Members.

SPECIFIC RESPONSIBILITIES:

1. Prepare and serve appetizing meals on time and in accordance with the established and approved menus.
2. Maintain local, state and American Camp Association health regulations regarding the food service operation.
3. Oversee one kitchen under the supervision of the Head Cook.
4. Meet regularly with the Head Cook to discuss menu planning, meal preparation and staff issues.
5. Supervise kitchen staff and ensure that they are meeting all safety and health regulations
6. Assist with and supervise clean-up chores as needed, including – washing and storing all dishes, pots and pans; sweeping and mopping the floor; cleansing sinks, serving surfaces and preparation tables; taking out garbage maintaining a clean recycling shed; and maintaining clean dry food storage areas and walk-ins; and cleaning stove and ovens.
7. Perform as a contributing, cooperative member of the kitchen staff team.
8. Promote the nutritional well being of each child and staff member.
9. Follow guidelines set forth by the Summer Food Service Program (USDA) and maintain records as required.
10. Maintain a high standard of safety and sanitation in the store, kitchen and surrounding areas.
11. Keeping of a running inventory of food and sanitary items and a current list of needed items to be purchased.
12. Assist in stocking and cleaning all food and supply storage areas (i.e. basement, freezers, walk-in, etc.).
13. Maintain clean and tidy living quarters.
14. Assist in harvesting of garden.
15. Complete all other jobs as mutually agreed upon with supervisor.

QUALIFICATIONS:

- High School graduate or equivalent.
- Experience/comfort in a residential camp setting.
- Experience in cooking for large groups (75+).

- Certification in standard First Aid and CPR (adult and child).
- Ability to work as a team with other staff members.
- A sense of humor.
- Good health and physical endurance.