



**Job Title:** Prep Cook

**Reports To:** Culinary Director, Kitchen Manager

**Wage Category:** Hourly, Non-Exempt,

### **Summary**

Under the direction of the Culinary Director and Sous Chef, the Prep Cook is responsible for assisting in advancing the mission of Pretty Lake through culinary services. Primary function is to advance the culinary operations in a manner that promotes healthy eating and advances food knowledge to our campers and clients. Works closely with other staff to ensure that the kitchen is operated according to the culinary department's goals and according to Pretty Lake policies and procedures as well as local, state, and federal regulations or laws. Additionally, this position must ensure that we meet the American Camp Association standards.

### **Essential Functions**

- Assists in preparing and serving foods for consumption to ensure a culture of fresh, healthy, and sustainable foods and scratch cookery is integrated into the Pretty Lake experience for campers, program participants, guests, and staff whenever possible.
- Upholds the standards of Pretty Lake by following Pretty Lake's policies and procedures as well as local, state, and federal regulations and laws and the American Camp Association standards.
- Follows direction to help assure that food service related resources are used efficiently and sustainably.
- Works with others to carry out menus for summer camp sessions, Adventure Centre clients/groups, and retreating guests. Has responsibility to help produce and serve food for said groups. Works collaboratively with all Pretty Lake staff to complete all responsibilities.
- Helps to maintain a clean and sanitary dining area and helps prepare the dining area for service.
- Helps to maintain proper and orderly organization of food products and kitchen wares.
- Upholds and follows all Standard Operating Procedures.
- Use kitchen equipment and small wares in a responsible and safe manner.
- Occasional outdoor work related to the culinary program.

- Required to work some nights, weekends, and early mornings as dictated by the needs of the culinary program.
- Demonstrates good judgment; considers potential factors when making decisions.
- Assists in cleaning and maintaining the area.
- Completes opening and/or closing task lists.
- Completes all job duties and functions in a hospitable and inclusive manner.
- Completes other duties as required for the continued improvement of the culinary program and Pretty Lake as a whole.

### **Knowledge, Skills, Abilities & Standards of Performance**

- Ability to work cooperatively and communicate with co-workers, volunteers, vendors, and clientele of diverse backgrounds and ages, providing assistance, information and support in a friendly, courteous, and respectful manner. Demonstrates consistently good oral, written, and listening communication skills.
- Solid word processing, spreadsheet, and other computer skills deemed appropriate for daily operations.
- Performs work in a logical, orderly and skillful manner and has ability to stay calm and perform to a high standard under stressful mental and physical situations.
- Ability to work cooperatively with vendors, including strong negotiation skills.

### **Physical, Mental, & Sensory Dimension**

- Physical mobility: standing, walking, bending and lifting and carrying up to 50 pounds. Manual dexterity to skillfully use necessary facility and office management equipment.
- Must possess a valid Michigan driver's license, be able to provide own transportation when required, and has a driving record that allows for the driving of camp vehicles (based on insurance guidelines).
- Mental effort: reading, writing, calculating, analyzing, planning.
- Sensory requirements: ability to read information in handwritten or printed form, on video terminals, etc.; ability to communicate with stakeholders, donors, co-workers, and vendors in person and over the telephone.

### **Required Qualifications/Job Specifications**

- 18 years of age or older.
- Relevant experience.
- Strong communication skills. Must be able to exchange accurate information in a fast-paced work environment.
- Understanding of basic mathematical concepts (addition, subtraction, multiplication, and division), the application of these concepts, and their use in a culinary setting.
- Ability to follow someone else's lead; ability to work collaboratively on a team.
- Ability and willingness to remain adaptable to changing conditions.
- Frequently moves food items weighing up to 50 pounds and transfers to appropriate storage locations.
- Must be able to remain in a stationary position up to 100% of the time.
- Must be able to move about the kitchen, Dining Hall, and between the Main Office and Dining Hall consistently and across Pretty Lake grounds occasionally.
- Regularly prepares food for consumption.

4. Generally effective technological skills.
5. Must be able to distinguish between sweet and savory flavors generally and discern between sweet, salty, bitter, sour, and umami flavors specifically.
6. Must be able to detect and distinguish between a variety of food textures.
7. Able to make informed and thoughtful judgements.
8. Must have some understanding of potential dietary accommodation requests, such as vegan, vegetarian, and allergen free diets.

### **How to Apply**

Email completed application to **Jai Smith** at [Jai@prettylakecamp.org](mailto:Jai@prettylakecamp.org) and Paul Vugteveen at [Paul@prettylakecamp.org](mailto:Paul@prettylakecamp.org) or mail to Pretty Lake Camp, 9123 Q Ave, Mattawan, MI 49071.