Job Title: Prep Cook (Seasonal)

Reports To: Culinary Director, Sous Chef

Wage Category: Seasonal Part-Time, Hourly, Non-Exempt

Season Dates: May 1, 2026 - Jul 31, 2026

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

- Prepare and serve fresh, healthy, and sustainable food for campers, guests, and staff, supporting scratch cooking whenever possible.
- Follow Pretty Lake policies, procedures, and standards, including compliance with local, state, and federal regulations and American Camp Association guidelines.
- Support efficient and sustainable use of food service resources by following directions and best practices.
- Work collaboratively with team members to execute menus for summer camp sessions, Adventure Centre clients, and retreat guests.
- Maintain a clean, sanitary, and organized kitchen and dining environment, including preparing dining areas for service.
- Organize and store food products and kitchen wares in accordance with food safety standards.
- Follow all Standard Operating Procedures to ensure consistency and quality.
- Operate kitchen equipment and small wares safely and responsibly.
- Assist with occasional outdoor or support tasks related to the culinary program.
- Work a flexible schedule, including early mornings, evenings, weekends, and holidays as required.
- Complete opening and closing duties to support smooth kitchen operations.
- Perform all duties in a welcoming, hospitable, and inclusive manner.
- Cross-train and support other departments as needed.
- Perform additional duties to support the continued improvement of the organization and facility.

KNOWLEDGE, SKILLS, ABILITIES & STANDARDS OF PERFORMANCE

- Ability to work cooperatively and communicate effectively with co-workers, volunteers, vendors, and guests of diverse backgrounds and ages.
- Demonstrates strong oral, written, and listening communication skills.
- Basic computer skills, including word processing and spreadsheets, appropriate for daily operations.
- Ability to work in a logical, organized, and skillful manner while remaining calm under physical and mental pressure.
- Ability to work professionally with vendors and support service coordination as needed

PHYSICAL, MENTAL & SENSORY REQUIREMENTS

- Ability to stand, walk, bend, lift, and carry up to 50 pounds.
- Manual dexterity to safely use kitchen and facility equipment.
- Valid Michigan driver's license with an insurable driving record; personal transportation may be required.
- Mental ability to read, write, calculate, analyze, and plan.
- Sensory ability to read printed and digital materials and communicate effectively in person, by phone, and in writing.

REQUIRED QUALIFICATIONS / JOB SPECIFICATIONS

- Must be 18 years of age or older.
- Relevant food service or kitchen experience required.
- Strong communication skills in a fast-paced environment.
- Basic math skills applicable to culinary work.
- Ability to follow instructions and work collaboratively.
- Adaptability to changing conditions and schedules.
- Ability to lift and transport items up to 50 pounds.
- Ability to remain stationary for extended periods and move throughout kitchen, dining, and grounds.
- Ability to distinguish food flavors and textures.
- Basic understanding of dietary accommodations, including vegan, vegetarian, and allergen-free needs.

How to Apply

Email resume & completed application to Jai Smith at Jai@prettylakecamp.org