

**JOB DESCRIPTION PENNSYLVANIA
LIONS BEACON LODGE**

JOB DESCRIPTION: **CREW LEADER (COOK)**

WAGES: Hourly rate

HOURS: As scheduled by the Food Service Supervisor.
Shifts will be alternated by week.

BENEFITS: Social Security, Workmen's Compensation,
Unemployment Compensation. Meals during
scheduled work hours when camps are in session.

SUPERVISOR: Food Service Supervisor / Camp Director

DUTIES:

The Crew Leader will perform the same tasks as the kitchen helper but will oversee the kitchen helper and the dishwasher in seeing that the staff is carrying out their assignments. This will include:

1. The preparation of main courses, salads, desserts; baking, cooking, grilling, roasting, mixing, and slicing of foods.
2. All food supplies will be ordered by the Food Service Supervisor.
3. All paper goods or other supplies for the kitchen will be requisitioned through the House Director.
4. All equipment (requests for replacement, repairs, or additional) will be requisitioned through the Food Service Supervisor to the Executive Director.
5. Storing leftover foods in the manner set forth by the Department of Health guidelines. In covered containers labeled and dated.
6. Utilizing leftover foods as set forth by menus & Food Service Supervisor's directions.
7. Preparing the food and serving in a pleasant and pleasing manner.
8. Maintaining the equipment, utensils, preparation and serving areas in a clean and sanitary condition, as mandated by the Department of Health guidelines, including cleaning of ovens, stoves, grills, griddles, deep fryer, steam kettle, refrigerators, freezers, and walk in cooler.
9. Removing refuse from Kitchen/Dining Areas to outside storage area as needed. Between sessions, containers will be cleaned and sanitized. Following the closing of camp containers will be cleaned and sanitized and placed in the food storage area for winter storage.
10. Wearing proper clothing and maintaining acceptable grooming for working in a food service area, i.e. white tops and dark slacks or knee length shorts are acceptable. No tank tops or sandals. Hair covering - hat, scarf or hair net. Gloves are to be worn when handling food.
11. Making sure snacks; program supplies, etc. are set out per activity period schedule. Containers of ice water and/or punch to be placed in the dining room along with cups/glasses each evening prior to locking the kitchen.
12. And, any other tasks that may need to be done to keep the food service operation running smoothly.
13. No food is to be taken out of the kitchen.

14. ServSafe Certification is preferred.
15. Work w/ Unit Director in coordinating evening program snacks, # packed lunches needed for off-camp trips, campers departing via bus/train.
16. Work with Program Director/Unit Director to plan a special meal choice for the Dinner Dance.
17. Be sure Dishwasher is keeping floor swept, mopped and sanitized daily, dishes are being put away clean and free of stains, trash is being properly taken care of, and other duties are being completed.
18. Work with Camp Director and Food Service Supervisor in planning a variety of meal options for a well-balanced menu.
19. Provide counselors w/ snacks, cereal, milk, Peanut Butter & Jelly, bread, leftovers, lunchmeat, etc. for staff breaks.
20. Be sure evening program snacks are being put out nightly. *Provide Program Director w/ snack choices to avoid unnecessary snack selections. Snacks can be as follows: chips, pretzels, chex mix, cheese curls, crackers, Smores for campfire program (1 per week), and for special events requests can be made for cookies, brownies, coffee cakes, rice krispy treats, etc.) Other special requests should be approved by Camp Director.
21. Work with Nursing staff to provide the following:
 - *daily juice pitchers if needed
 - *applesauce, jello, pudding, or yogurt individual containers
 - *prune juice cans
 - * special dietary restrictions or needs (i.e. pureed foods, allergies, low cal diet, diabetic meal options, and vegetarian diets.)

All kitchen staff will be expected to work together as a team to see that all food is stored properly, prepared tastefully, served in the most healthful fashion, kitchen is maintained in a clean and sanitary condition following Department of Health Guidelines, and tasks performed in an efficient manner.

Absolute cooperation between kitchen workers and all other staff is essential to the successful operation of the camp