



HOLMES CAMP & RETREAT CENTER

TITLE

Cook: Part-time

TO APPLY

Email a resume to jobs@holmescamp.org

SUMMARY

This position is responsible for assisting the Hospitality Manager/Chef with meal planning preparation, service, and clean-up; cleanliness and organization of the kitchen and dining room; cleanliness of public bathrooms; and following state compliance standards for food preparation. For smaller retreat groups the cook will prepare and serve some meals working by themselves. This is a part-time position, working up to 20 hours/week, primarily on weekends, depending on guest-group needs. For applicants who prefer a consistent 20 hours/week, additional work on-site is available during weeks without kitchen needs. The Salary for this position is \$18-21/hr depending on experience, and the employee is eligible for a range of benefits.

Email jobs@holmescamp.org or call 845-878-6384 for more information.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Prepare meals, snacks, and beverages (non-alcoholic) for rental groups and Center programs.
- Transport meals, snacks, and beverages to various locations on campus, and set-up for service.
- Clean-up after meals and snacks, including sweeping, mopping, dishes, etc.
- Assist with special event set-up, tear-down, and food-service during special events.
- Assist with inventory and cost-controls in food-service operations.
- Maintain cleanliness of kitchen, dining room, lobby, and public bathrooms.
- Assist in cleaning and maintaining equipment including but not limited to knives, stoves, ovens, mixers, coffee pots, etc.
- Perform all duties in a safe and professional manner in accordance with the law and center policies; carry and use appropriate personal protective equipment as needed.

OTHER DUTIES

- Communicate any and all safety concerns directly to supervisor.
- Complete training as needed.
- Perform other duties as deemed necessary or assigned.
- *Additional work is available, up to 20 hours/week, when guests do not require food-service.*

KNOWLEDGE, SKILLS & ABILITIES

- Ability to be trained in and use Center recipes, policies, and procedures.
- Knowledge of food preparation and safety.
- Establish successful working relationships with co-workers, volunteers, and the public and use good professional judgment, honesty, and integrity in decision making.
- Employee must be able to interact with guests and coworkers in a professional manner.
- Follow procedures to use and/or dilute chemical cleaners safely and properly to prevent damage to floors and fixtures.

MINIMUM QUALIFICATIONS

- Willingness to work independently or as part of a team to perform general cooking, cleaning, and customer service duties.
- Prior back-of-house food-service experience required. Experience with from scratch food preparation preferred.
- At least 18 years of age.
- Education: High School diploma or equivalent is preferred.
- Must have reliable transportation.
- Must be willing to submit to background checks as required by Center policy, denomination policy, and the State of New York.

WORK ENVIRONMENT

- Work in commercial kitchen conditions with exposure to extreme temperatures, slick floors, and high humidity.
- Noise level in the work environment is usually moderate but may be loud during certain assignments.
- Frequently work with or near stoves, oven, knives, and moving mechanical parts.

PHYSICAL REQUIREMENTS

- Extensive physical activity required; regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds or greater.
- Regularly required to use hands to grasp, handle, feel and operate objects, tools, equipment or controls, and required to lift and reach with hands and arms.
- Required to sit, stand, walk, stoop, bend, kneel, reach, crouch, and climb; talk to or hear guests and coworkers.
- Specific vision abilities required by this job include near acuity, far acuity, color vision, peripheral vision, depth perception, and the ability to adjust focus