



The mission of The American Legion, Department of Wisconsin is to provide service to veterans, their families and their communities.

POSITION: Assistant Cook	DATE CREATED: April 2021
DEPARTMENT: Camp American Legion	STATUS: Seasonal, Full Time
REPORTS TO: Camp Director	PAY GRADE: 2, \$15-25 Hourly
LOCATION: Camp American Legion, Lake Tomahawk	APPROVED BY: Department Adjutant

DESCRIPTION

The Assistant Cook is responsible for preparing and serving attractive, nutritious meals while providing a positive and professional dining experience for our veterans and their families. Works alongside Head Cook to manage daily kitchen activities, including overseeing staff, aiding with menu preparation, ensuring food quality and freshness, and monitoring ordering and stocking. Provides meal quality and consistency by following designated recipes.

We pride ourselves on the culinary creations served from our kitchen, and are looking for an experienced and passionate cook to help provide a great dining experience for our Wisconsin Veterans and their families. The ideal candidate for this position has previous experience preparing traditional home style meals, ordering food and kitchen supplies, enjoys working in a fast-paced environment and can multi-task effectively.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities as management may deem necessary from time to time. Additional responsibilities include assisting with training employees; planning, assigning, and directing work.

- Prepare, serve food using standardized recipes for regular and therapeutic diets in proper quantities according to the menu prepared by the Head Cook
- Prepare food daily as outlined by the Head Cook
- Insure that food is served in an attractive, appetizing manner. Use proper tasting technique to ensure quality
- Assist in logistics, verifying that invoices for incoming food and supplies are correct
- Assist with set-up, services and clean-up of food production
- Maintain kitchen sanitation and safety standards
- Lead kitchen team in Head Cooks absence
- Provide guidance to junior kitchen staff members, including, but not limited, to line cooking and food preparation
- Oversee and organize kitchen stock and ingredients

- Ensure a first-in, first-out food rotation system and verifies all food products are properly dated and organized for quality assurance
- Keep cooking stations stocked, especially before and during prime operation hours
- Aid in training new kitchen employees to Camp American Legion and kitchen standards
- Manage food and product ordering by keeping detailed records and minimizes waste, and work with existing systems to improve waste reduction and manage budgetary concerns
- Work with Camp Director and Head Cook for menu creation, kitchen maintenance, organization, and training opportunities
- Verify that food storage units all meet standards and are consistently well-managed
- Coordinate with management team on supply ordering, budget, and kitchen efficiency and staffing
- Other duties as assigned

EDUCATION AND/OR EXPERIENCE

- Education: High school diploma/equivalent and associate's degree preferred
- Experience and/or Training: 1-year experience in the commercial food service industry, or formal military training as food service specialist preferred
- Completion of a Food Handling Course approved by the Wisconsin Department of Agriculture, Trade and Consumer Protection required before employment start date

KNOWLEDGE, SKILLS & ABILITIES

- Strong organizational skills
- Attention to detail
- Knowledge of commercial food preparation regulations,
- Ability to operate within food supplier industry standard on-line ordering systems.
- Exhibits leadership skills, inspiring and motivating others to perform well
- Positivity
- Ability to work under pressure
- Self-motivated
- Creative problem-solving skills
- Requires effective verbal and written communication skills
- Exceptional customer-service skills

PHYSICAL REQUIREMENTS

Camp American Legion serves between 800 - 1200 veterans, active duty members and their families, volunteers throughout the Camp season (May thru September). At times the volume of guests we serve can be stressful. The Assistant Cook position requires the individual to display the ability to operate in a fast-paced environment while maintaining professionalism. While performing the duties and responsibilities of this position, the employee is occasionally required to lift up to 25 lbs.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Individuals must withstand the strain and pressure of working in close quarters, standing for hours at a time, lifting heavy kettles and pots and working with hot grills and ovens. Work hours may include early mornings, evenings, and occasional weekends and holidays.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of Camp American Legion (operated by the Department of Wisconsin, American Legion) not to discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, or veteran status.

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee
Acknowledgment

Date

This position description is not to be interpreted as all-inclusive. The intention is to identify major responsibilities and requirements of this position. There may be requests to perform job-related responsibilities and tasks other than those stated on this description.

Camp American Legion

8529 County Road D
Lake Tomahawk, WI 54539

Email Resumes to: finance@wilegion.org

Subject Line: Assitant Cook