Pinewoods Camp, Inc
COOK JOB DESCRIPTION

Job Title:	**Cook**	**Date:**	**January 2025**
Department:	**Kitchen**	**Reports To:**	**Head of Kitchen**
Classification:	**Seasonal Full Time**	**Starting Pay:**	**$16.75 - $17.50/Hr**

Overview:
Pinewoods Camp, in operation since 1925, is a traditional dance and music camp located in a beautiful 25-acre pine and beech forest between Long Pond and Round Pond in Plymouth, Massachusetts. ***Pinewoods Camp, Inc. (PCI) is a non-profit organization that preserves and operates Pinewoods Camp and its woodland environment for the use and benefit of traditional music, dance, and song communities.***
Each summer, Pinewoods feeds approximately 160 people, three meals a day, seven days a week, for just over ten weeks in a scratch kitchen.

Basic Function:
The Cook is responsible for assisting the Head of Kitchen in the overall management of the Pinewoods kitchen and for providing campers with tasty, attractive, and nutritious meals throughout the summer. Also responsible for managing all aspects of a designated meal during regular shift under the direction of the Head of Grounds, is responsible for maintaining the camp's buildings and grounds and changing over camp between sessions.

Responsibilities: (may include but are not limited to)

1. Help open and close the kitchen and dining hall in pre and post season.
2. Follow all Food, Health, and Safety Requirements as specified by the State of Massachusetts during their shift.
3. Prepare and serve tasty, attractive, and nutritious meals in a timely manner and in sufficient quantity.
4. Address the reasonable special dietary needs of campers during shifts.
5. Be present to communicate with campers during meals about ingredients and other questions.
6. Clean throughout shift and ensure that the kitchen is clean after serving designated meal
7. Supervise kitchen crew during shift.
8. Communicate with kitchen aides to ensure that plating and serving meals is efficient.
9. Communicate with potwasher and dishwasher to ensure that sufficient dishes and equipment are cleaned when needed.
10. Communicate with Dining Hall Manager for menus and serving meals.
11. Assist the Head of Kitchen in planning menus, ordering, inventory, scheduling, and other kitchen administration.
12. Assist with daily and weekly kitchen cleaning tasks.
13. Assist the Head of Kitchen in ensuring that user groups have food requested for special events/parties if ordered ahead.
14. Assist the Head of Kitchen in supervising and training the kitchen crew.
15. Cook meals for work weekends and opening/closing, as needed.
16. Occasionally work on dishwashing, potwashing, food prep, grounds, or other tasks if needed.
17. Attend crew meetings

18. Abide by Pinewoods Camp, Inc. regulations and policies.
19. Be friendly to campers and responsive to Program Provider needs.
20. Carry out duties so as to protect camper safety and maintain the camp property.
21. Be able to do physical work (including lifting up to 50 pounds and standing for long periods of time)

Skills/Education/Training

Time Management	Some Supervisory Experience	Food Manager Certification
Food Preparation	Professionalism	Customer Service
Some Menu Planning	Communication	Organized

Experience

Prior experience in cooking or preparing food in an industrial kitchen or its equivalent required. Supervisory experience preferred.

Timeframe

Candidate must be available to work end of May to early September

Supervision

Reports to the Head of Kitchen. The Head of Kitchen and/or the Executive Director may review your performance and discuss any matters pertaining to your work that you or the Head of Kitchen and/or Director feel should be addressed.

Participation in Camp

In general, the Crew is encouraged to participate in the evening dances and other social activities of the summer sessions, subject to the policies of the Program Provider running the session. Should attending a class conflict with your regularly scheduled work hours, you must arrange a schedule adjustment with your supervisor in advance. While we will make every effort to accommodate your wishes, we cannot guarantee that you will be able to attend the class of your choice.