



**Position Title:** Assistant Cook  
**Department:** Cooperative Extension  
**Location:** Blueberry Cove 4-H Camp and Learning Center  
**Your Direct Supervisor:** Blueberry Cove Director, Ryan LeShane  
**Position Type:** Part-Time, Flexible Work Hours  
**Salary Range:** \$20.28- \$21.39

We are not able to consider applicants who require Visa sponsorship support.

**Work Environment / Dynamics:**

Your position will be based at Blueberry Cove Learning Center in Tenants Harbor, Maine. Kitchen staff work closely with the Food Service Supervisor and the director to ensure the dietary needs of everyone at camp are met.

**Your Work Schedule:**

Part-time, 20-40 hours per week. Some weeks in spring and fall seasons will be less hours due to fewer programs.

**Responsibilities:**

- Collecting, rinsing, and cleaning pots, pans, and related utensils.
- Operating dish cleaning equipment.
- Cleaning dining facilities using standard custodial equipment.
- Collecting, cleaning, and drying laundry.
- Performing standard, unskilled maintenance.
- Preparing and maintaining standard menu items and salad bars by following established recipes.
- Cleaning and sanitizing food preparation and serving areas.
- Stocking food ingredients and paper products; identifying ordering needs.
- Setting up and tearing down service venues in accordance with University needs.
- Serving food and beverages to patrons.
- Preparing a variety of standard and non-standard menu items.
- Coordinating the setup of and tear down of dining facilities and events.
- Measuring, baking, and delivering baked goods for sale and consumption.
- Maintaining records of food and equipment inventories.
- Determining and ordering groceries and related supplies.
- Updating purchasing systems.

**Knowledge and Skill Qualifications:**

**Required:**

- High School Diploma OR equivalent (G.E.D.) AND some culinary training.
- Three years of food preparation experience

**Preferred:**

- Prior experience cooking nutritious and wholesome foods for large groups in a commercial kitchen
- Understanding of food allergies/dietary restrictions and how to safely accommodate them
- High safety and sanitation standards
- Attention to detail
- Ability to work a demanding schedule
- Flexible, team player
- Training and/or experience in sanitation, food preparation and protection, hygiene, and record-keeping

- Complete health screening and appropriate background checks

**Benefits:**

- Optional rustic housing
- Meals during programming