



**BOYS & GIRLS CLUB
OF DOUGLAS**

POSITION DESCRIPTION

TITLE: Seasonal Cook

DEPARTMENT: Programs

REPORTS TO: Unit Director

FLSA STATUS: Exempt Non-Exempt

STATUS: Part-time position. Hours approximately 7:00 am – 11:30 am M-F for summer program months (May – Aug). Possible hours given during full days during the school year if applicable.

STARTING WAGE: \$8.00 - \$9.00/hour DOE

PRIMARY FUNCTION:

Preparation and cooking of food in the kitchen area, using safe food handling and storage practices. Responsible for prepping and cooking breakfast and lunch for the current day and future days as listed on the already established menu.

KEY ROLES (Essential Job Responsibilities):

- Prepares and cooks/bakes foods for meals and snacks.
- Display appropriate behavior (action and language) around Club members, parents, and staff
- Keep kitchen equipment, and supplies in order, well maintained, and in the proper location
- Follow all Boys & Girls Club of Douglas policies and procedures
- **PREFERRED SKILLS/KNOWLEDGE**
 - High School diploma or GED
 - Experience in quantity food preparation and kitchen maintenance preferred
 - Knowledge of methods of safely preparing, cooking, serving, and storing food
 - Knowledge of the uses of kitchen utensils and equipment and their operation thereof
 - Ability to work independently and cooperatively with other staff
 - Ability to follow oral and written instructions
 - Ability to prepare various foods
 - Ability to establish and maintain effective working relationships with others
 - Ability to interact with children & youth in a manner that conveys warm regard, respect, and care
 - Ability to tolerate medium-to-high levels of noise
 - Must pass background check and drug test before employment
 - Must be able to lift up to 50 lbs.

Please email a cover letter and resume to michelec@bgcdouglas.com.