



Job Title: Lead Cook/Prep Cook

Employee Classification: Hourly (Part-Time, Non-Exempt)

Reports To: Manager of Hospitality Services

Revision Date: February 2024

Position Summary:

Cooks will Prepare and cook meals for Howell Nature Centers Rental groups and Summer camp programs, You will be working along side a team of hospitality associates to create and prepare a variety of meals while adhering to food safety and sanitary regulations.

Dates of Employment:

This is a part-time position with varying hours available. The number of hours scheduled will vary and will include some weekends and evenings. Positions are available for the Spring (early March - early June), Summer (early June - mid August), and Fall (early September - early November).

Essential Functions:

- Prepare and cook meals according to recipes and dietary guidelines
- Supervise and train kitchen staff in food preparation techniques and safety procedures
- Ensure that all food is prepared and served in a timely manner
- Maintain a clean and organized kitchen area
- Monitor inventory levels and order supplies as needed
- Adhere to food safety and sanitation regulations
- Collaborate with other departments, such as the Programs department, to meet the needs of residents or customers
- Assist with menu planning and development

Other Job Duties:

- Assist in other departments as assigned including housekeeping.
- Assist in any other projects as assigned that support the goals and mission of the hospitality department.

Our Values and Goals:

Our mission is to teach people to be faithful caretakers of one another and the world around us. We specialize in facilitating exploratory learning in the outdoors, engaging people of all ages in the wonder of the Howell Nature Center, and supplementing traditional classroom education through hands-on learning experiences. Our programming is designed to reinforce these goals through our eight core values.

- 1. NATURE** – Building a lasting connection with the natural world.
- 2. GROWTH** – Learning new skills, growing personally and achieving full potential.
- 3. KINDNESS** – Fostering simple acts of kindness resulting in a ripple effect.
- 4. RESPECT** – Teaching children to value themselves and others.
- 5. FRIENDSHIP** – Increasing a sense of belonging, confidence and self-worth.
- 6. TEAMWORK** – Strengthening communication, collaboration and social skills.
- 7. STEWARDSHIP** – Empowering kids to make the world greener and healthier.
- 8. LEADERSHIP** – Emboldening kids to become better leaders and make a difference.

Job Specifications and Physical Requirements:

The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications:

- At least 18 years of age.
- Minimum of 1 year of relevant cooking experience.
- Ability to lift 25lbs.
- Valid Drivers License.

Knowledge and Skills:

- Previous experience working in a culinary or kitchen environment
- Knowledge of food safety practices and regulations
- Strong understanding of different cooking techniques and methods
- Ability to use various kitchen equipment and utensils, including knives
- Excellent organizational and time management skills
- Ability to work well in a fast-paced environment
- Strong communication and leadership skills

Physical Aspects of the Position:

- Physical ability to respond appropriately to situations requiring first aid.
- Ability to frequently move up to 25 pounds and occasionally move up to 40 pounds

Compensation:

- Starting at \$14 per hour based on skills and experience.

Employee Signature

Printed Name

Date