

STAFF JOB PROFILE

JOB TITLE: OKPIK - Head Cook

JOB SUMMARY:

1. Provide healthy, quality, on-time food service.
2. Ensure efficient service of quality meals to participants and staff.
3. Supervise staff assigned to the kitchen to clean the dining hall and wash and store dishes after each meal.
4. Responsible for the daily maintenance and cleaning of the kitchen and dining hall facilities.
5. Assist in the overall operation of the Sandy Bridges Program Center including Food Services, Retail Store Services, and Custodial tasks.
6. Serve as a Scouting role model for crews and exemplify the high ideals of the Boy Scouts of America in all interpersonal relationships.
7. Uses good judgment in making decisions. Responds in appropriate manner should an emergency arise.

PRINCIPAL RESPONSIBILITIES:

1. Prepare all meals in compliance with all BSA and governmental health standards. Meals should be appetizing and in adequate quantity for staff and participants.
2. Serve hot and on-time meals in accordance with the Northern Tier schedule.
3. Be flexible to accommodate changes in scheduling for staff and crews as necessary.
4. Maintain the beverage bar, hot table, salad bar, napkins and condiment dispensers and other dining hall supplies as necessary.
5. Take care with the resources of the Northern Tier program and limit food waste. Maintain security of kitchen and other food storage areas.
6. Work with the Food Service/Trading Post Manager to ensure adequate supplies and foods are ordered on a regular basis from suppliers. This includes conducting accurate daily/weekly inventories.
7. Maintain clean and sanitary dining hall facility, kitchen, dishes and cooking utensils. Keep SBPC neat, clean, and orderly.
8. Ensure correct storage of food products.
9. Ensure that the Hot and Cold charts are completed three times each day, throughout the kitchen and dining hall areas. This includes all refrigeration/freezer units and the dishwasher.
10. Supervise other staff assigned to kitchen and direct serving staff to use proper Serve Safe food handling procedures.
11. Create Food Service schedules and staffing needs in advance, as directed by supervisor.
12. Performs other duties as assigned by the Base management. These duties may include such things as trail clearing, dishwashing, maintenance projects, custodial work, helping in other departments, and other projects as needed.

QUALIFICATIONS:

1. Successfully complete OKPIK Staff Training.
2. Have successfully completed Minnesota ServSafe training.
3. Possess cooking and baking experience.
4. Able to work safely and efficiently with normal institutional cooking equipment.
5. Able to cook varying menus for large groups.
6. Register as a member of the Boy Scouts of America.
7. Able to understand direction and work with limited supervision.
8. Punctual, honest, and dependable.
9. Ability to supervise and work with other staff members.
10. Provide a complete BSA Health and Medical Record.

POSITION REPORTS TO: FOOD SERVICE/TRADING POST MANAGER

Signature

Print name

Date