



We build strong kids, strong families, strong communities.

McGaw YMCA In Evanston Camp Echo Job Description

TITLE: **Second Cook**

REPORTS TO: Head Cook

SUPERVISES: Assistant Cooks, Dining Room Steward, Kitchen Staff

SPECIFIC DUTIES

- Prepares and serves meals as scheduled and directed by the Head Cook.
- Assists the Head Cook with menu planning.
- Communicates menu changes and inventory needs to the Head Cook in a timely manner.
- Ultimately responsible for cleaning the ovens, stoves, grill, and meal preparation area for assigned meals.
- Ultimately responsible for the kitchen cleanup process for assigned meals.
- Assists with cleaning of the kitchen, appliances, reach-ins, walk-ins, white room, and warehouse.
- Ensures that the kitchen is in tip-top shape, meeting Health Department requirements, at all times.
- Reports maintenance needs to the Property Manager.

ADDITIONAL DUTIES

- Models, teaches, and upholds the Camp Echo Code of Conduct and protects the well-being of all campers.
- Maintains positive relationships with campers, parents and other staff
- Encourages physical, emotional and spiritual growth and positive character development in all campers
- Works to increase his or her own cultural competence and helps to create an environment that values diversity
- Prepared to do anything else deemed necessary by the Camp Director.

QUALIFICATIONS

- Age 25 or older
- Certified in CPR and First Aid
- Leadership ability and teamwork oriented
- Three years experience cooking in an institutional setting
- A commitment to working with a diverse staff and camper population for the fulfillment of YMCA goals