

JOB DESCRIPTION: ASSISTANT COOK
Hunt Hill Audubon Sanctuary
Sarona, Wisconsin

Seasonal job opening: Assistant Cook at the Hunt Hill Audubon Sanctuary, Sarona, WI. Hunt Hill has 500 acres of old-growth forests, prairie meadows, northern bogs, and glacial lakes. It is owned by the National Audubon Society and managed locally by the Friends of Hunt Hill Audubon Sanctuary, Inc., a non-profit corporation.

Location: Hunt Hill is a residential environmental educational center for youth, adults, and families located sixteen miles north of Rice Lake, and about four miles east of Highway 53 at the Sarona exit; or about midway between Rice Lake and Spooner.

Summary of Position: The Assistant Cook will provide food service, under guidance from the Head Cook, cooking healthy, quality food in a clean and friendly "home-style" atmosphere for residential programs and special events as scheduled in advance throughout the summer. The job at different times will involve almost all areas of food service (see below). This position reports to the Head Cook at Hunt Hill.

Dates of Employment: Primarily June - August, with some possible hours in May and Sept.

Hours: Depends on the programs contracted through the camp - it varies throughout the summer includes some weekend groups. Split shifts covered as directed by the Head Cook.

Salary: \$8.00 per hour

Responsibilities:

1. Prepare and serve nutritious, high quality meals, w/ guidance from the Head Cook
2. Help recycling efforts, including compost waste to the compost pile in back of the "Coop"
3. Maintain kitchen and food service areas in clean condition - comply with health codes
4. Proper storage of leftovers
5. Turn in to Head Cook receipts for purchases approved in advance by Head Cook
6. Properly label and store leftovers
7. Clean up (dishes, serving lines, pots & pans, ovens, sweeping and mopping floors) after meals
8. Help with food deliveries and store items properly
9. Help w/kitchen laundering (aprons, dish towels, etc.)
10. Other duties as assigned by the Executive Director, or Head Cook

Requirements:

1. Understand and comply with state and county regulations for food service
2. Wisconsin restaurant manager certification preferred
3. Past experience cooking meals for large groups (100+) preferred
4. CPR and First Aid certifications preferred
5. Ability to work with minimal supervision
6. Willingness to live on site, or reliable vehicle to get to work
7. Work attendance punctuality
8. Commitment to the Mission of the Hunt Hill Audubon Sanctuary

Additional benefits:

Free on-site room and board. (Residency at camp recommended, not required.)

To Apply:

Send cover letter and resume to Storme Nelson, Executive Director, Hunt Hill Nature Center and Audubon Sanctuary, N2384 Hunt Hill Road, Sarona, WI 54870 (715)-635-6543.