

JOB DESCRIPTION: HEAD COOK
Hunt Hill Audubon Sanctuary, Inc.
Sarona, Wisconsin

Seasonal job opening: Head Cook at the Hunt Hill Audubon Sanctuary in Sarona, Wisconsin.

Summary of position: The Head Cook will provide food service for residential programs and special events, as scheduled in advance throughout the summer, by cooking healthy, quality food in a clean and friendly "home-style" atmosphere. This position reports to the Executive Director.

Location: Hunt Hill is 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, WI. It is a rural, non-profit, residential environmental educational center for youth and adults. It is owned by the National Audubon Society, but it is managed locally by the Friends of Hunt Hill Audubon Sanctuary, Inc. (FOHHAS). On-site housing may be available during most of the summer season. Reliable transportation is a must if staying off-site.

Dates and hours of employment: Part-time summer seasonal work from June through August, with some hours in May and Sept. A detailed calendar of scheduled camps is available. Hours are greatly variable, depending on the programs contracted through the camp. There are usually one or two week-long residential camps in each month of June, July and August, mixed with scattered weekends and day programs requiring a food service.

Salary: Depending on experience (generally \$10.00 per hour starting)

Responsibilities (not necessarily in priority order):

1. Open and close food service facilities at Hunt Hill, spring and late summer
2. Comply with Wisconsin food service health codes - always maintain food service areas in sanitary condition
3. Develop menus as needed
4. Order and stock food - turn in to camp Office Manager records of food purchases - meeting food budget guidelines - manage weekly food deliveries and store items properly
5. Prepare and serve on-time, nutritious, high quality meals and snacks
6. Properly label, store and rotate leftovers
7. Clean up (dishes, serving lines, pots & pans, floors, garbage and recycling) after meals
8. Record food storage (freezer and refrigerator) temperatures as required
9. Recommend improvements to the dining hall/kitchen for FOHHAS Board consideration
10. Responsible for laundering of kitchen aprons, towels, and napkins
11. Responsible for recycling of food packages and vegetable food waste to compost bins
12. Hire, train, supervise, and schedule assistant cook as needed to meet camp meal needs
13. Other duties as assigned by the Executive Director to work as part of the camp staff team

Requirements:

1. 21 years of age minimum
2. Experience in cooking nutritional, healthy meals for small to large groups (100+)
3. Wisconsin restaurant manager certification required
4. CPR and First Aid certifications recommended
5. Ability to work with minimal supervision
6. Willingness to live on site, or have reliable vehicle to get to work
7. Commitment to the mission of Hunt Hill

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.