



Friends of Hunt Hill Audubon Sanctuary, Inc.

N2384 Hunt Hill Road

Sarona, WI 54870

www.hunthill.org

715-635-6543

Head Cook *(Summer Seasonal)*

The Friends of Hunt Hill Audubon Sanctuary (FOHHAS) is a not-for-profit organization, open to all, dedicated to fostering understanding, appreciation, and protection of the environment. FOHHAS provides hands-on outdoor education to youth, adults, and the public. FOHHAS protects nearly 600 acres of Wisconsin lands and waters.

Summary: The Head Cook will provide food service for residential programs and special events, as scheduled in advance throughout the summer. The Head cook will be expected to cook healthy, quality food in a clean and friendly atmosphere. Successful applicants can expect a fun work environment, with opportunities to participate in nature programs if so desired, and potential for employment in other capacities in the future. This position reports to the Program Director.

Dates and hours of employment: The Head Cook is a summer seasonal position from June through August, with some hours in September. A detailed calendar of scheduled camps is available. Hours are 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 food service. Some examples include:

- A meeting luncheon of 15 people on a weekday;
- Weeklong meals for residential camp group of 50 teenagers and their chaperones;
- Hispanic-style meals for the residential Spanish Camp.

During residential camps during the last two weeks of July, the Head Cook can expect to work at least 40 hours a week.

Specific Duties Include:

- Open and close food service facilities at Hunt Hill at the beginning and end of the season.
- Be aware of and comply with Wisconsin food service health codes.
- Order and stock food within the Hunt Hill budget guidelines.
- Plan, prepare and serve nutritious, high quality meals and snacks according to the meal schedule.
- Clean and sanitize the kitchen and dining hall after meals.
- Keep kitchen and dining hall in a clean and organized manner.
- Record food storage temperatures (freezer and refrigerator) as required.
- Responsible for laundering of kitchen aprons, towels, and napkins.
- Responsible for recycling of food packages and vegetable food waste to compost bins.
- Hire, train, supervise, and schedule assistant cook as needed to meet camp meal needs.
- Other duties as assigned by the Program Director to work as part of the camp staff team.

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Requirements:

- Minimum of 18 years of age.
- Experience in cooking nutritional, healthy meals for small to large groups (50+).
- Wisconsin restaurant manager certification preferred (will provide training if needed).
- Ability to work with minimal supervision.
- Have reliable transportation to get to work, or be willing to live onsite.

Compensation:

- Salary of \$13.00 an hour.
- On-site housing is available if requested.
- Red Cross First Aid, CPR, AED, and Anaphylaxis and Epinephrine Auto-Injector Training provided at no charge, if requested.
- Wisconsin Restaurant Manager training provided (if needed).

To Apply: Position will remain open until filled. Complete the [Employment Application form](#) OR submit a cover letter, resume, and three references to Sage Dunham at program@hunthill.org:

Sage Dunham
Program Director
Hunt Hill Audubon Sanctuary
N2384 Hunt Hill Road
Sarona, WI 54870
program@hunthill.org

Applications may be submitted by email, postal mail, or dropped off at Hunt Hill during business hours (M to F, 9:00 am to 4:00 pm) and can be found at <https://hunthill.org/get-involved/employment/>