

# ARCTIC CATERING & SUPPORT SERVICES

<b>Title</b>	Cook	<b>Location</b>	North Slope	<b>FLSA Status</b>	Non-exempt
<b>Reports to</b>	Head Cook	<b>Point of Hire</b>	Anchorage	<b>Starting Pay</b>	DOE
<b>Schedule</b>	4x2/6x2	<b>State</b>	Alaska	<b>Type of position</b>	FT/Seasonal

## JOB SUMMARY

This position is responsible for satisfying the needs of our client by ensuring high quality, cost effective services, assisting in food preparation, service of food, paperwork, HACCP/food sanitation activities of the kitchen facility, and cleanliness. Works under direction of Head Cook, or Field Supervisors and KAS Operations Management Team performing in accordance with KAS mission, vision, and values as well as departmental policies, practices, and procedure. Must pass pre-employment drug test, criminal background check and post-offer physical assessment.

*May be designated as a Grill Cook, Breakfast Cook, Dinner Cook, Night Cook, Relief Cook, etc. depending on assigned shift.*

## REQUIRED QUALIFICATIONS

- Minimum of five years of experience in high volume food production
- Purchasing and inventory control experience
- Current ServSafe certification
- State of Alaska Food Worker Card (<http://dec.state.ak.us/eh/fss/>)
- Able to proficiently speak, read, understand, and write English
- Proficient in Microsoft Office (specifically Word, Excel, and Outlook)

## DESIRED QUALIFICATIONS

- High school diploma or equivalent
- Previous supervisory experience
- Degree in Culinary Arts or formal certification from an accredited culinary institute
- Previous remote site, hotel, casino, buffet or volume and scratch baking experience
- Experience with an electronic ordering system

## ESSENTIAL FUNCTIONS

- Estimates food consumption based upon current camp population and planned menu
- Monitor inventory food levels and conditions; order food products, meat and supplies accurately in a timely manner and assure proper storage and rotation of products
- Receives and examines foodstuffs and supplies to ensure quality and quantity meet established standards and specifications.
- Selects and develops menus based on type of food to be prepared and applying personal knowledge and experience in food preparation.
- Plan, cook and oversee the preparation and service of quality meals ensuring each meal service line and salad bar are garnished on a daily basis
- Ensure constant availability of HACCP and safety materials and equipment for camp staff, and enforce their use
- Conduct pre meal walk through daily to monitor and maintain cleanliness, sanitation and organization of assigned work areas
- Assume temporary catering job assignments in the absence of staff members

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- Supervise train and develop staff in culinary and operational skills
- Interact with camp and administrative staff and conduct weekly safety meetings to accomplish common goals in a timely manner
- Prepare reports for management pertaining to current activities, and goals
- Assure that all uniform regulations are being met
- Create, maintain and provide documentation in the areas of accounting, payroll, safety, personnel matters, coaching, and disciplinary actions that are clear and prepared neatly with attention to detail
- Establish and maintain good customer relations through courteous daily contact and quality professional service
- resolve minor maintenance or client emergencies as they occur or take steps to permanently address them per contractual obligations
- Perform others duties as required.

## **WORKING ENVIRONMENT**

The employee will be required to live and work in a remote and confined workspace for extended periods of time and exposure to work assignments consisting of rotating shifts up to six weeks on/two weeks off schedule and 12 hour days for a minimum of 14 days straight and able to work day or night shifts as required. The majority of the work is performed in a remote setting with a wide variety of people in differing functions, personalities and abilities. Must be able to travel in all means of air and ground transportation commonly used in remote Alaska. Exposure to cleaning chemicals and solutions

## **PHYSICAL DEMANDS**

The employee's work requires routine walking, standing, bending and carrying items weighing up to 50 pounds. There is a lack of immediate access to critical medical services as well as urban community services.

## **SAFETY**

Adhere to safety policies, practices and procedures. Maintains liaison with safety personnel on various safety policies, practices and procedures to assure information exchange, mutual assistance and an enhanced positive safety culture. Instructs, provides guidance and training to assigned staff regarding safety policies, practices and procedures, utilizing proactive methods. Enforce penalties for infractions of safety policies, practices and procedures. Actively participates in behavior and commitment based safety program and supports safety goals by planning, implementing, and coordinating policies, practices and procedures to reduce or eliminate occupational injuries, illnesses, deaths, and property damage. Coordinates safety activities of assigned staff and conducts multiple safety meetings to ensure daily operations are in compliance with company and client safety requirements. Disseminates information to assigned staff, other housekeeping and departmental locations regarding workplace hazards and or other safety information. Monitors, records and provides documentation on safety related issues in the workplace. Identifies, appraises, resolves, and / or appropriately reports conditions which could produce injuries, illnesses, and property damage. May assist in investigation of accidents or incidents.