



Cook

Reports to the Dining Hall Manager

Position Summary

The Cook will work as a team member preparing dinner and dessert, stocking and preparing next day menu items, helping with dining room set up, dishwashing and end of night cleaning. The Cook will report directly to the shift leader and to the food services manager. The position is full-time and includes morning and evening shifts. Employee must be able to work weekends and holidays.

Position Responsibilities

- Complete assigned tasks in the time given to ensure meals are timely and served at the correct temperatures.
- Possess friendly disposition, as cooks have direct contact with guests.
- Possess basic knife skills and knowledge of basic health standards.
- Assists in preliminary preparation of meals by successfully following direct instruction, recipes or prep sheets.
- Assists in preliminary preparation of meals as directed.
- Assist food services manger in ordering by noting depleted stock.
- Responsible for stocking frozen items and all produce from deliveries.
- Assist with dish washing and cleaning as necessary, maintain cleanliness of kitchen at all times.
- Clean dining hall at the end of each meal, including sweeping and mopping dining hall at the end of the day.
- Clean pots and pans in back kitchen.
- Collect and dispose properly of all trash and recyclables on at the end of each shift.
- Set up dish machine for shift and maintain dish washing area through shift in a clean and orderly fashion. Close area in clean and orderly fashion.
- Assists with table set-up and tear-down as directed.
- Assists in other operations as needed.

Educational and Experience Requirements

- Minimum of high school diploma preferred, but not required.
- Prior cooking experience desired but not required, however employee must rapidly become familiar with and practice proper food handling, sanitation, safety precautions, and personal hygiene, as well as the care and use of a variety of kitchen utensils and equipment.
- Experience in retail, excellent computer sales and POS system preferred; knowledge of computer systems, use of social media, and on-line retail systems.
- Must have dependable transportation and a valid driver's license.

Physical Demands

The position requires that the employee be able to walk unaided up and down hills and over uneven terrain, bend, stoop, and have use of fine and gross motor skills. The employee is frequently required to use hands to finger, handle, or touch objects, tools, or controls and to talk fluently. The employee will need to be able to work on his/her feet for at least 8 hours a day, lift up to 40 pounds, and be able to work weekends and holidays.

Applications

Please submit the following materials by e-mail at jobs@folkschool.org, or by USPS to:

Human Resources Manager
John C. Campbell Folk School
One Folk School Road,
Brasstown, NC 28902

1. Cover Letter that expresses your desire to work at the Folk School and reasons for interest in the position.
2. Resume detailing education and work experience.
3. Contact Information for three professional references.

Review of applicants will begin immediately and continue until position is filled.