



Job Title: Cook (Summer Only)
Reports To: Director of Operations
Position Type: Full Time (Seasonal)
Job Site: Angel of Tahoe building - Main Site (South Lake Tahoe, CA)

POSITION DESCRIPTION SUMMARY: The person in this full-time summer position (June 23 through August 15) is responsible for providing meals and snacks to youth members and other students at the Angel of Tahoe building. The person helps with the preparation, cooking and serving of meals, and the cleaning after.

KEY SKILLS/KNOWLEDGE REQUIREMENTS:

- Flexible, eager to help, and a can-do attitude.
- Experience with preparing and cooking meals for large groups or willingness to learn.
- Strong organizational skills - pays attention to detail and prioritizes tasks.
- Comfortable working around children in a dynamic, fast-paced environment.
- Able to maintain a friendly demeanor with Club members and parents, Club staff, community members, and LTUSD students and custodial staff.
- Able to follow Club policies and procedures.
- High School diploma or GED and authorized to work in the U.S. (minimum requirements).
- Food handler card (preferred, or willingness to obtain).
- CPR, AED, and First Aid certification (preferred).

ESSENTIAL JOB FUNCTIONS:

- Prepare and serve meals and snacks daily for Club youth and staff.
- Participate in every aspect of meal production from ordering and organizing the food, planning and prepping meals, collecting meal counts and data for grant reporting, and cleaning the kitchen and eating areas after meals.
- Adhere to all food handling protocols and safety regulations established by the Club, school district, and the state of California.
- Able to read and follow recipes, and adjust measurements and ingredients based on each day's attendance numbers.
- Assist staff in securing kitchen facilities after operating hours by turning off appliances, locking doors, and performing other closing procedures.
- Support special events at the Club by helping with food or meals, moving and arranging tables and chairs, monitoring trash, and other needs.
- Assist staff with other duties, as needed.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS:

- Ability to stand and move around for extended periods of time.
- Ability to bend, twist, reach, stoop, or squat for cleaning or retrieval of equipment and supplies.
- Ability to lift and carry up to 50 pounds of supplies, equipment, and other Club-related items.

BENEFITS: The Boys & Girls Club of Lake Tahoe strives to be a fun and fulfilling place to work. All staff have access to professional development opportunities, free Club membership for their children, and an ample supply of Club schwag.

This is a non-exempt, full-time position from June 23 through August 15 at the Angel of Tahoe Building, the Boys & Girls Club of Lake Tahoe's main site. Pay is \$23-25 an hour. Work hours are Monday through Friday eight hour shifts scheduled mostly in the mornings.

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of an employee assigned to this job. All Club employees may be required to perform duties outside their normal responsibilities from time to time, as needed.

The Boys & Girls Club of Lake Tahoe is an Equal Employment Opportunity employer and does not discriminate on the basis of race, color, religion, national origin, sex (including pregnancy and related conditions, sexual orientation, gender identity, or gender expression), age, disability status, genetic information, military or veteran status, retaliation, or any other characteristic protected by federal, state, or local laws. All job offers are conditional until the completion and passing of a background check.

APPLY: Please submit a resume and cover letter via Indeed or to Molly Coolidge at mcoolidge@bgclt.org.