



**Position:** Camp Cook  
**Department:** Operations  
**Market Grade:** A03-A06  
**Market Job Code:** AC0309, AC0408, AC0506, AC0611  
**Market Title:** Hospitality Services Aid  
**Reports to:** General Manager  
**Classification:**  Exempt  Non Exempt  
 Full Time  Part Time  Temporary  
**Supervises:** N/A  
**Date Reviewed:** Jan 2022

Job Summary:

Under the supervision of the KBBC Lodge Manager, the Camp Cook is responsible for providing meals and maintaining supplies and the kitchen for clients and staff at the Brown Bear Center.

This position will work on-site at the Kodiak Brown Bear Center (KBBC) facilities located on Camp Island on Karluk Lake on Kodiak Island.

**Essential Functions include, but are not limited to:** *(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.)*

- Responsible for providing a minimum of 3 meals and afternoon appetizers daily for guests (capacity 8), and staff (6). Must be able to accommodate restrictive diets including vegetarians, vegans, and or allergies.
- Planning & creating gourmet meals that are healthy and cost efficient and within budget.
- Planning & preparing weekly food supply orders to submit to KBBC GM, Site Supervisor for approval & ordering.
- Preparing and serving of meals according to the schedule set by the KBBC GM, or his delegate.
- Keeping the cooking area, appliances & dining area clean, organized, and sanitary at all times.
- Performing all the necessary & required tasks for the safe and sanitary handling, preparation, serving and storage of food for meals.
- Performing sanitary cleaning and best storage practices for cooking and eating dishes, utensils etc.
- Laundering of kitchen & camp towels as needed.
- Maintain accurate paperwork (ie; timesheets, inventory, MSDS sheets for cleaning supplies).
- Monitor food temperatures daily.

- Adhere to local, state, federal and other regulatory agencies standards, codes & laws.
- Responsible for the unloading, unpacking and storing of the food supply deliveries.
- Maintain clean hygiene and presentable personal appearance at all times.
- Other duties as assigned.

**Knowledge, Skills & Ability:**

- Two years of experience planning, preparing and cooking creative & healthy gourmet meals for up to 20 people at one time.
- Cooking in a remote-site experience preferred.
- One year experience acting as Lead Cook, or similar, and supervising or leading staff.
- Uphold, or able to obtain prior to employment, a State of Alaska Food Handlers Card.
- Excellent interpersonal skills and the ability to communicate effectively with all levels of the organization.
- Skilled and able to provide high level of verbal communication, as demonstrated by the effective “customer service” interface with clients, KWA and Koniag, Inc. staff.
- Ability to work in remote setting for weeks at a time, all days of the week and holidays.
- Must be able to travel and live for extended periods of time in a remote location.
- Must be able to work for extended periods in all types of weather conditions.
- Must have good eye-hand coordination, physical fitness, and a good sense of balance.
- Must be able to move weight-bearing materials and equipment on uneven terrain.
- Must be a minimum of 18 years of age.
- Manual dexterity to operate kitchen appliances and tools.
- Ability to work in excess of a 40-hour week if necessary.
- Ability to stand for long periods of time (up to 10 hours a day with lunch and breaks).
- Must be able to withstand repetitive motion up to 10 hours a day with lunch and breaks.
- *See Koniag Compensation Management System Non-Technical for additional Salary Grade information.*

**Office Location and Travel:**

The incumbent would report to the City of Kodiak and be responsible for his/her own travel costs to/from and living expenses while in the city of Kodiak. KWA will provide travel to and from Kodiak to Camp Island. While on Camp Island, lodging and food are provided by KWA. KWA maintains internet, phone, showers, power, cooking facilities and diesel heat at Camp Island.

**Working Environment & Conditions**

The work environment requires incumbent to be able and willing to work in all types of weather conditions and varied temperatures. Must be able to travel to Koniag land holdings and assets by small boats, airplanes and all-terrain vehicles. Position requires incumbent to be able to stand or sit for extended periods of time on even and uneven terrain, and uphold good vision and hearing. The incumbent must be able to lift, move and carry up to 50 pounds over uneven terrain, game trails and ground conditions. Noise level is moderate to high. Position requires that incumbent uses the five senses (sight, smell, hearing, taste, and touch) and can distinguish colors.