

The American Legion,
 Department of Wisconsin
 2930 American Legion Dr.
 Portage WI 53901
 (608) 745-1090
 wilegion.org



Founded on four pillars:

- Veterans Affairs & Rehabilitation
- National Security
 - Americanism
- Children & Youth

The mission of The American Legion, Department of Wisconsin is to provide service to veterans, their families and their communities.

POSITION: Head Cook, \$18-\$22 hourly	DATE CREATED: April 2021
DEPARTMENT: Camp American Legion	STATUS: Seasonal, 40 hours per week
REPORTS TO: Camp Director	START DATE: May 2021
LOCATION: Camp American Legion, Lake Tomahawk	APPROVED BY: Department Adjutant

ORGANIZATIONAL OVERVIEW:

The American Legion is a not-for-profit Veteran Service Organization (VSO) chartered and incorporated by Congress in 1919. The American Legion is the nation’s largest wartime veterans’ service organization, committed to mentoring youth and sponsorship of wholesome programs in our communities, advocating Americanism and honor, promoting strong national security, and continued devotion to our fellow service-members and veterans.

The American Legion was founded on four pillars:

- 1. Veterans Affairs & Rehabilitation**
- 2. National Security**
- 3. Americanism**
- 4. Children & Youth**

Camp American Legion has been operated by The American Legion, Department of Wisconsin since 1925 in conjunction with the State of Wisconsin - Department of Natural Resources and the Wisconsin Department of Veterans Affairs. Located on 300 + acres of pristine lakefront property in Oneida County, Camp American Legion is nestled within the heart of The American Legion State Forest. Comprised of 19 cabins, a main lodge, a women quarters, recreational building, and main chapel providing an ideal setting for veterans, those still serving and their families to rest, recover and reconnect in a safe place.

The mission of Camp American Legion is Helping to Heal those who served, continue to serve, and their families, through Wisconsin’s north woods experience. The primary goal is to provide veteran families a therapeutic retreat through the Northwood’s experience that builds stronger family bonds, spiritual resiliency, and improve the overall health and wellbeing of the family.

DESCRIPTION

Under the general supervision of the Camp Director, the Head Cook manages the dining facility seasonally from May through September, assigned staff in the preparation of meals, maintaining dining facilities, food preparation area and equipment in clean sanitary condition. Private room and board on Lake Tomahawk is included with this position.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Develop meal plans based on weekly guests, to include dietary needs
- Manage preparation and serving of meals in accordance with planned menu
- Manage and stays within the dining facility budget
- Manage the process for obtaining items required for healthy meals
- Manage the safety and sanitation of the dining facility
- Manage kitchen logistics, verifying that invoices for incoming food and supplies are correct
- Supervise and maintain kitchen staff and volunteers, organization, and any training needed
- Remain flexible to support veterans needs

EDUCATIONAL AND/OR EXPERIENCE:

- Requires education generally equivalent to an Associate Degree in Culinary Arts or formal military training as a food service specialist
- 3 years' experience in commercial food preparation
- Completion of a Food Handling Course approved by the Wisconsin Department of Agriculture, Trade and Consumer Protection

KNOWLEDGE, SKILLS & ABILITIES

- Ability to read and comprehend instructions
- Knowledge of kitchen safety
- Ability to operate kitchen equipment
- Ability to perform basic math functions of addition, subtraction, multiplication and division
- Ability to work with a wide range of personalities in a courteous, effective and efficient manner
- Requires attention to detail
- Requires effective oral and written communication skills in interacting with employees

PHYSICAL REQUIREMENTS

Camp American Legion serves between 800 - 1200 veterans, active duty members and their families, volunteers throughout the Camp season (May thru September). At times the volume of guests we serve can be stressful. The Head Cook position requires the individual to display the ability to operate in a fast-paced environment while maintaining professionalism.

While performing the duties and responsibilities of this position, the employee is occasionally required to lift up to 25 lbs.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position may require working with difficult clients.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:

It is the policy of Camp American Legion (operated by the Department of Wisconsin, American Legion) not to discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, or veteran status.

Employee
Acknowledgment

Date

This position description is not to be interpreted as all-inclusive. The intention is to identify major responsibilities and requirements of this position. There may be requests to perform job-related responsibilities and tasks other than those stated on this description.

Camp American Legion

8529 County Road D
Lake Tomahawk, WI 54539

Email Resumes to: finance@wilegion.org

Subject Line: Head Cook