



## POSITION DESCRIPTION

**Title:** Cooking Specialist  
**Classification:** Non-Exempt  
**Work Schedule:** 33.75 hours per week, 8:30AM-3:15PM  
**Start Date:** June 19-August25, 2017  
**Report to:** Program Coordinator  
**Work Site:** The Bridge Center, 470 Pine Street Bridgewater, Massachusetts

### DESCRIPTION OF POSITION:

This role at The Bridge Center is a very multi-faceted, fast paced position. The Cooking Specialist must love and embrace not only the camp environment but also the camp philosophy, which is that our campers come first, we work as a team, and campers are here to have fun! The Cooking Specialist will develop and implement all activity plans in the area Cooking and Culinary Arts and assure that activities are skill and age appropriate for all camp groups.

### Primary Duties & Responsibilities

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Ability and desire to work with individuals with disabilities in an outdoor setting where “campers come first”
- Ability and desire to work with persons of all ages, ability levels, and backgrounds in a dynamic outdoor environment which values growth and change of self and others
- Responsible for creating, analyzing and implementing skill and age appropriate culinary activities for nine camp groups daily
- Excellent communication, time management, and organizational skills
- Ability to interact with and work as a team player with other staff, participants, volunteers, and participant’s families/care-givers
- Ability to complete accurate documentation forms on participants as required on a regular basis
- Responsible for creating summer lesson plan binder for all 9 weeks of camp. Specialist will be compensated \$9.00/hour for 8 hours of pre-camp planning

### Supervision

This individual will work under the Activity Director and report directly to the Program Coordinator.

### Job 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 noise level in the work environment is usually moderate. The work environments may include a business office, outdoor and indoor recreation venues.



### **Physical Requirements**

Moderate physical effort generally required in performing duties under typical office conditions. Some physical effort required when performing duties in the field. This person must demonstrate the ability to, maintain a high level of energy, be comfortable performing multi-faceted projects in conjunction with day-to-day activities and the ability to lift and carry (short distances; up to 15') up to 80 pound occasionally. Requires the ability to physically maneuver over and/or upon terrain, surfaces or physical structures.

### **RECOMMENDED MINIMUM QUALIFICATIONS**

#### **Education and Experience**

1. Pursuing or obtain a Bachelor's Degree or higher in education, recreation, or culinary arts
2. Experience working directly with people with disabilities preferred
3. Prior experience working at a summer camp is preferred
4. Experience teaching or running cooking programs preferred

#### **Special Requirements**

1. Demonstrated experience in developing and implementing recreation/leisure activities for people with disabilities
2. Mandatory attendance:
  - a. Activity Leader Training, Thursday June 15, 2017 4:00pm-7:00pm
  - b. All Staff Training, Monday thru Friday, June 19- August 25, 2017, 4:00pm-7:00pm
3. Must have a valid driver's license
4. Must be 18+ years of age
5. Must complete and pass CORI/SORI/NSOPW
6. CPR and first aid certified (recertification available during staff training)

#### **Salary:**

Pay scale of \$11.00-\$14.00 based on prior experience.

#### **Interested candidates should submit the following:**

- Job application (<https://bridgecenter.campintouch.com/ui/forms/application/staff/App>)
- Resume

#### **Please mail/email/fax to:**

Jaclyn Ross  
*Program Coordinator*  
*Year Round Programs and Summer Camps*  
The Bridge Center  
470 Pine Street Bridgewater, MA 02324  
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Phone: 508-697-7557 ext. 12  
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