Position: Cook (Full-time)
Location: Pinkham Notch Visitor Center, Gorham NH
Supervisor: Kitchen Manager
Date: July 2015

Summary Description
The Appalachian Mountain Club (AMC) seeks a qualified, enthusiastic professional for the position of Pinkham Cook. Based out of the AMC’s Pinkham Notch Visitor Center (PNVC) in the White Mountain National Forest, this position is responsible for the preparation and delivery of all meals for the general public, overnight lodge guests, and program participants at this location.

In addition, this full-time position maintains all aspects of sanitation and cleanliness pertaining to food service, as well as instruction and supervision of seasonal crew during their assigned shift. The end goal and/or result will be satisfied food service guests. Close cooperation and coordination with other AMC departments are essential to the success of this position.

This is a full-time, year round, non-exempt, hourly position which offers competitive compensation and excellent employee benefits.

Duties and Responsibilities
- Welcome and assist outdoor program center visitors and guests in a positive manner; responds to any problems or special requests with a professional demeanor. This includes but is not limited to breakfast, lunch, dinner, and snack bar/deli guests.
- Prepare all meals and snacks as scheduled and instructed according to pre-planned menus and established meal times.
- Assist the Pinkham Manager in creating appropriate menus for the season, holidays and specialty dinners.
- Clean, sanitize and inspect all areas maintained by the Kitchen Staff on a daily basis and as needed, to exceed New Hampshire Board of Health standards.
- Supervise snack bar/deli during assigned shift with daily upkeep, prep, and service of customers.
- Provide assistance as directed for inventories and ordering of food and supplies on a weekly basis.
- Support and direct Kitchen Staff in the preparation and cleaning duties for breakfast, lunch, and dinner set-ups and breakdowns utilizing on-site guidelines and resources.
- Assist in the preparation, set up and break down of coffee breaks, receptions, or any other special functions and/or events during work shifts.
- Actively participates in recycling programs, composting, the use of green materials and local food programs.
- Actively promote and provide up to date information on the services and programs of the AMC and encourage membership to support the AMC’s public service efforts.
Plan and attend training and supervisory meetings at PNVC and other AMC facilities as required.
Other duties as assigned.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by their supervisor.

Qualifications
• Exceptional customer service skills and the ability to be a team player within a detail-oriented, fast-paced environment.
• Professional experience in preparing diverse, health-conscious meals including foods that incorporate fresh, local and/or organic ingredients in an institutional setting is preferred.
• Familiarity with the White Mountain National Forest and enthusiasm for AMC programs and mission is preferred.
• Candidate must be willing to work weekends, holidays, and evenings on a routine basis.
• Physical abilities: Ability to stand, sit, walk and lift up to 60 pounds from waist to head high, or from floor to waist high is required. Job is performed in a standard commercial kitchen with only occasional exposure to hazardous cleaning products.

The AMC has zero tolerance for the endangerment of children. All staff with access to children will have a criminal background record check performed on their name annually with employment contingent upon satisfactory results.

To Apply
Please email a letter of intent, resume and salary requirements to amcjob325@outdoors.org with “Pinkham Cook position” in the subject line.

Benefits of working with the AMC
The AMC offers a great benefits package! Here is a partial list that highlights some benefits offered for our regular full-time employees. Benefits may vary based on position.
• Group Health Plan, 75 percent employer paid.
• Group Life Insurance, 100 percent employer paid.
• Long-Term Disability Insurance, 100 percent employer paid.
• Retirement Plan.
• Vacation, three weeks accrued each year.
• Holidays, 13 paid holidays/year.
• Use of AMC Facilities, free and discounted rates.
• Free AMC membership.

The Appalachian Mountain Club is an Equal Opportunity Employer and welcomes diversity in the workplace. The AMC encourages the involvement of all people in its mission and activities, through its membership, programs, policies, and procedures. Our goal is to be a community that is comfortable, inviting, and accessible for people of any age, gender, race, religion, ethnicity, ability, sexual orientation, or socioeconomic status.