



Native Village of Afognak To embrace, protect, develop, and enhance Alutiiq culture, protect our traditional use areas and encourage unity among the Alutiiq of the Kodiak Archipelago

Dig Afognak Head Cook

Job Summary: Manage kitchen operations within the established budget, to provide scheduled meals to guests, participants, and staff of Dig Afognak. Maintain kitchen and cooking supplies in compliance with health and safety standards.

This is a temporary, full-time position that is supervised by the Camp Manager. The Head Cook supervises the Assistant Cook and Camp Interns assigned to the kitchen.

Job Location: Remote Dig Afognak Camp Site with limited amenities

Compensation:

Daily Rate: \$300

Hourly Rate: \$24.00

Overtime rate: \$32.00

The daily rate applies to time spent at camp and while traveling to and from camp. Any hours worked beyond 8 in a single day or 40 regular hours in a workweek will be compensated at the applicable overtime rate.

The hourly rate applies to work performed in town on days when staff are not traveling to, returning from, or at camp. In-town duties may include tasks such as menu planning, purchasing supplies, and other pre-camp planning or preparation, as approved in advance by the Camp Manager. In-town training will be paid at the hourly rate. Staff are not expected to work overtime in town.

Temporary staff are not eligible for benefits offered through NVA. Room and board will be provided while onsite at the camp, though staff are required to secure their own lodging and food in Kodiak. The season schedule is set in advance of the start date.

All camp employees work to ensure that Elders, participants, and other guests leave Dig Afognak with a renewed sense of their environment, our Alutiiq culture, and self-esteem. All camp employees are expected to work as a team with all Dig Afognak and Native Village of Afognak staff members. Child-sensitive background check will be conducted by NVA staff.

Responsibilities:

- Plan meals and order groceries and supplies within budget parameters.
- Provide healthy scheduled meals to camp attendees and staff.
- Purchase groceries according to established budget.
- Ensure all kitchen staff follow stated Department of Environmental Conservation (DEC) guidelines.
- Ensure the kitchen and cooking supplies are maintained according to DEC regulations.
- Assist with timely striking and setting up camp (early to mid-June).

- Maintain menu and meal count logs.
- Mentor youth in kitchen and food preparation skill development.
- Provide supervision to assigned interns.
- Perform other duties as assigned by supervisor.

Minimum Requirements:

- Comply with NVA policies and procedures.
- Must be aware of the Department of Environmental Conservation (DEC) requirements
- Must be at least 21 years of age.
- Experience cooking in rural camp environments and for large groups, preferred.
- Must be able to get a current Food Handlers permit by June 15th.
- Must possess the ability to work well with others, be sensitive to community cultural values, and have strong communication skills.
- Supervisory experience preferred.
- Must work as scheduled, with days off scheduled according to the camp schedule.
- May be required to lift over 50lbs.

NVA IS AN EQUAL OPPORTUNITY EMPLOYER. PREFERENCE IS EXTENDED TO QUALIFIED AMERICAN INDIAN/ALASKA NATIVE INDIVIDUALS FOR APPOINTMENTS TO ALL POSITIONS ON THE STAFF (PUBLIC LAW 93-638 INDIAN SELF-DETERMINATION AND EDUCATION ASSISTANCE ACT, INDIAN PREFERENCE ACT, AND THE CIVIL RIGHTS ACT, 1968)