

**TITLE: TOUR ASSISTANT COOK**

Reports To: Tour Head Cook	FT/PT: Part-Time Seasonal
FLSA Classification: Exempt	Department: Tour
Date Approved:	Signature:

**JOB SUMMARY:** (What is done and why.)

Will be responsible for providing nutritious, tasty, filling, and economical meals for Troupers and staff (75 - 100 people) during the rehearsal period and while out on tour.

**ESSENTIAL FUNCTIONS:** (Majority of duties, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.)

1. Assist in preparation of three meals per day, morning and afternoon snacks and late night meals associated with tent setup and takedowns.
2. Assist Head Cook in inventory tracking and menu preparation.
3. Assist in the set-up and tear-down of kitchen equipment as directed by the Head Cook.
4. Maintain a clean safe kitchen, dining and service area. Provide an attractive presentation for all meals.
5. Assist in the set-up and tear down of back lot at the discretion of the Circus Operations Director. Duties may include but are not limited to: Setting and leveling bunkhouses, running hoses and electrical cords, setting up dishwashing station, setting up picnic tables and dining tent.
6. Drive company vehicle.
7. Other jobs, as needed.

**WORKING CONDITIONS:** (Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.)

Internal: Work is normally conducted in an office environment.

External: Work requires travel throughout Vermont and surrounding states in preparation for and while on summer tour.

**PHYSICAL DEMANDS:** (The physical effort generally associated with this position.)

Work involves standing, walking, bending, kneeling, reaching, stooping, and other physical activities consistent with setting up heavy equipment. Work may include lifting, carrying or moving objects and equipment weighing over 100 pounds.

**SUPERVISION:**

Supervision is received from the Tour Head Cook.