



## Rockywold Deephaven Camps - Prep Cook

### HOST INFORMATION

**Company Description:**

*Rockywold-Deeaphaven Camps (RDC) is a historic family resort on the shores of Squam Lake in New Hampshire. Since 1897, generations of families and friends have come here to share in Squam traditions, surrounded by the pristine wilderness of the Lakes Region and the nearby White Mountains.*

*Our property includes 60 lakefront cottages and lodge facilities. In addition to family vacations, we host weddings, retreats, and conferences, while offering a wide range of recreational activities such as yoga, canoe races, square dancing, crafts, sports, birdwatching, hiking, and kayaking, and more. Many families return year after year, and our staff often do the same.*

*Each summer, RDC employs over 150 seasonal staff from across the U.S. and around the world. Working here is a chance to build friendships, grow professionally, and be part of a supportive community. Staff are encouraged to enjoy resort amenities, join guest activities, use kayaks, sailboats, and paddleboards, relax on staff docks, or hike trails that begin right on property. Weekly outings include movies, river floats, live music, and trips to local attractions and more.*

*RDC is a place where you can escape the modern world, appreciate the beauty of nature, and build lasting memories with family and friends. It's a retreat where the past meets the present in a harmonious way, making it a unique and cherished experience that is difficult to put into words.*

**Host Website:** <http://www.rdcsquam.com>

**Site of Activity:** Rockywold Deeaphaven Camps

**Parent Account Name:** Rockywold Deeaphaven Camps

**Host Address:** 18 Bacon Road Holderness , New Hampshire , 03245

**Nearest Major City:** Boston, MA , Massachusetts , Over 50 miles away

### PLACEMENT INFORMATION

**Job Description:**

*As a Cook II (Prep Cook) at Rockywold-Deeaphaven Camps (RDC), you'll play a vital role in supporting our busy kitchen and creating a positive dining experience for guests. RDC serves three buffet-style meals daily as part of an all-inclusive meal plan, averaging more than 1,600 meals per day. This position is ideal for individuals who thrive in a fast-paced, high-volume environment and enjoy being part of a collaborative team.*

*Cook II responsibilities include following prep lists from chefs and supervisors, washing and chopping vegetables, fruits, and meats, and assisting with the preparation of sauces, soups, and entrees. You'll properly label, store, and rotate ingredients, while also helping to maintain clean and organized prep areas, equipment, and dishes. Duties may also include trash removal and assisting with general kitchen upkeep. Teamwork and communication are key, as you'll work closely with fellow kitchen staff to ensure smooth mealtimes and consistent quality.*

We seek hardworking, dependable individuals with prior kitchen experience (preferred). Basic knowledge of safety and sanitation, the ability to use knives and tools, and comfort in a fast-paced setting are important. This physically active role requires standing for long periods, bending, lifting up to 50 lbs., and maintaining a positive attitude under pressure.

**Typical Schedule:**

There is a morning shift and an evening shift. Breakfast/Lunch Shift: 7am - 3pm Dinner Shift: 1pm - 9pm

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$15

**Eligible for Tips:** Yes

These staff typically receive tips from the all staff tip pool which totals around \$850 per season.

**Estimated weekly wages including tips:** \$725

**Bonus:** Yes

Staff may receive a end of season bonus based on up to \$300.00 based on their performance evaluation, adherence to company policy, and staying through contracted dates.

\* All figures above are pre-tax

**Estimated average number of hours per week:** 45

**Estimated minimum number of hours per week:** 35

**Estimated maximum number of hours per week:** 50

**Potential fluctuation in hours per week:**

Hours may vary in early and late season with groups and functions. Expect short busy periods, lulls, or extra shifts depending on staff availability.

**Average number of hours per week reached by last year's seasonal employees:** 45

**Overtime Policy:**

No, exempt from paying overtime by law

**Job-Specific Benefits:**

-Free Housing -Free Meals (daily) -Access to all resort amenities in free-time including, lake, boats, and guest activities (yoga, sports, guided hiking/kayaking. -Organized outings for staff weekly

## JOB REQUIREMENTS

**English Level required:**



**Intermediate**

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

Lifting

*Lifting requirement: 50lbs/22kgs*

*Description:*

*Daily lifting heavy trays and pans as part of food preparation.*

*Standing for entire shift*

*Handling cleaning chemicals*

*Other qualifications or conditions*

*Description:*

*Kitchens can get hot with ovens, stoves, and dish machines running. Staff should be prepared for warm conditions, stay hydrated, and take breaks as needed.*

**Job Training required:** Yes

*Length of job training:*

*2-3 days*

*Hours per week during training period: 40*

*Different wage during training period: No*

*Start on specific day of the week: No*

*Training requirements:*

**Need to wear uniform:** Yes

*Uniform Policy:*

*RDC provides navy blue uniform tops, including a T-shirts, long-sleeve shirt, hooded sweatshirt, and a rain poncho. Employees are responsible for bringing their own pants. Pants are required for kitchen staff and they may be black or dark-colored. Closed-toe footwear is required.*

*Cost of uniform: \$0*

*Uniform laundry: Participant responsibility*

**Dress Code:** Yes

*Description:*

*Staff are required to wear the designated uniform top with the appropriate bottoms during work hours and must report to work neat, clean, and well-groomed.*

## CULTURAL OPPORTUNITIES

### **Types of Cultural Opportunities:**

*Karaoke Nights or Talent Shows, Movie or Game Nights, Potlucks or Dinners, Shopping Trips, Trips to Nearby/Major Attractions, Will provide information about Events, Local Resources, Attractions/Sites, Local Community*

### **Additional Details about Cultural Offerings:**

*RDC encourages staff to explore both the property and surrounding area. Each year we offer favorite outings like beach days, Portland trips, outlet shopping, hiking, and island picnics, river floats, and also tailor activities to staff interests each year.*

### **Local Cultural Offering:**

- *Squam Lake Science Center (RDC offers free tickets for staff)*
- *Concerts*
- *4th of July festivities*
- *Laconia Motorcycle Week*
- *Hiking*

- *Rock Climbing*
- *Beaches*
- *Arcades*

## HOUSING AND TRANSPORTATION

**Housing Provided:** *Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. May find own (can choose alternative).*

**Employer-owned or employer-arranged housing description:**

*All staff housing is dormitory-style with shared rooms, bathrooms, and shower facilities. Dorms typically have 4–8 rooms per building, with most rooms being double occupancy (two twin beds). A limited number of single rooms and three triple rooms are also available. Each dorm has its own toilet and shower facilities. RDC provides towels, linens, and blankets. Staff may exchange dirty linens and towels for clean ones at the laundry facility as needed. A coin-operated laundry facility is available on property for staff to do personal laundry. This is a shared space for both staff and guests. The staff lounge, located in the main office, is open 24/7 and includes a full kitchen with utensils, refrigerator, couches, TV, and a fireplace. A staff pavilion is also available for relaxation and recreation, featuring ping pong and billiards exclusively for staff use. For outdoor recreation, RDC maintains three staff-only docks on the lake, available for swimming, relaxing, and boating.*

**Lease Agreement:** *No*

**Onsite Amenities:**

*WiFi: Yes*

*Description:*

*High speed Wi-Fi is available throughout the property and at dormitories.*

*Phone Service: Yes*

*Description:*

*Cellular service is limited due to our rural location; however, Verizon generally provides the strongest signal. Landline phones are available in our offices for staff use when needed.*

*Kitchen facilities: Yes*

*Description:*

*RDC provides 3 daily meals, but staff may also cook in the full kitchen, equipped with fridge, freezer, stove, oven, microwaves, and utensils.*

*Laundry facilities: Yes*

*Description:*

*RDC has coin-operated onsite laundry facilities. This is a shared space with guests. \$2.50 will wash and dry a load of laundry.*

**Occupancy Requirements for Provided Housing:**

*Minimum Occupancy Per Room: 1*

*Maximum Occupancy Per Room: 3*

*Suggested Occupancy Per Room: 1 - 3*

*Rooming Arrangement Description:*

*We offer dedicated male and female dorms, as well as a co-ed dorm for couples or friends who wish to live together. Roommate requests are welcome. Each dorm includes beds, pillows, linens, blankets, dressers or closets, side tables, and lamps. Additional furniture can usually be provided upon request.*

**Provided Housing Cost:**

*Required to Pay for Provided Housing: No*

*Utilities Costs: No*

*Housing Deposit: No*

**Transportation to Worksite:**

*Walking Commute Time*

*Estimated commute time: Under 15 minutes*

*Description: employee housing is onsite and most places can be walked to in 5-10 minutes.*

*Biking*

*Estimated commute time: Under 15 minutes*

*Bicycles are provided free of charge: Yes*

*Bicycles are not provided: No*

*Bicycles are available to rent: No*

*Estimated cost: \$*

*Description: Bikes are free to rent but require a \$20.00 deposit which is returned when the bike is returned.*

## ARRIVAL INFORMATION

**Arrival Instructions:**

*RDC will assign your arrival day at the time of hire. Please plan your travel accordingly. Book your flight to Boston Logan International Airport. From the airport, take a bus to Concord, NH. We will pick up staff at the Concord, NH Bus Station at 7:30pm on the arrival date.*

**Travel Instructions to RDC**

- **Fly into:** Boston Logan International Airport (BOS)
- **Bus Service:** Concord Coach Lines → Concord, NH. The bus picks you up directly outside of baggage claim at the airport. Look for signs that say "Scheduled Bus".
  - **Bus Departure Times From Logan Airport:** 1:25 PM, 2:25 PM, 3:25 PM, 4:25 PM, 5:25 PM. Note: The latest bus you can take is 5:25 PM to arrive in time for RDC pick-up. The bus ticket from the airport to Concord, NH are \$26.00.
  - **Bus Departure Times From Boston South Station (if exploring the city first):** Departure times: 2:00 PM, 3:00 PM, 4:00 PM, 5:00 PM, 6:00 PM. Note: The latest bus you can take is 6:00 PM to arrive in time for RDC pick-up. The bus ticket from the airport to Concord, NH are \$20.00.

*The bus from Boston to Concord is around 2 hours depending on traffic. RDC is 1 hour further north of Concord.*

*If you choose to fly into New York City, take the bus or train from NYC to Boston and use the same instructions above to get to Concord, NH.*

**Social Security:**

*RDC will arrange your Social Security appointment and provide transportation. We coordinate group appointments at the Social Security Administration office in Littleton, NH, with scheduling based on your arrival date.*

**Suggested Arrival Airport:**

*Boston Logan International Airport, BOS, Over 50 miles*

**Estimated cost of transportation to worksite from suggested airports:** \$25 to \$50

**If arriving after regular hours:**

**Suggested After-Hours Accommodation:**

Courtyard Marriot  
70 constitution ave  
Concord, NH , New Hampshire 03301  
\$150 to \$200

Hampton Inn Boston-Logan  
230 Lee Burbank Hwy  
Revere , Massachusetts 02151  
\$150 to \$200

## TRAINING AND ONBOARDING

**Pre-Arrival Onboarding:** Yes

RDC uses an onboarding platform called Work Bright.

You will receive an email notification to enroll. You will complete information including reviewing RDC's employee handbook, arrival confirmation, signing up for a pre-arrival virtual orientation, employment agreement (confirming wage, position, hours, RDC policies, uniforms, etc.), W4, I-9 Federal Employment Verification Form, and housing preference form.

**Social Security Number:**

Require participants to apply for SSN before arrival at worksite: No

Details about how to apply for Social Security Number:

When staff arrive, they will be given their scheduled Social Security office trip date. We will also provide them with the link to complete the online application in advance. Transportation will be provided.

Nearest SSA Office: Littleton , New Hampshire , Over 50 miles

**Other:**

Wage Payment Schedule:

Staff are paid bi-weekly. We encourage direct deposit. Many staff arrive with their own Wise accounts or we are able to set up payroll cards (bank account and debit card) for our staff.

Meal Plan: Optional

Estimated Cost Per Day: \$0

Meal Plan Description:

RDC provides breakfast, lunch, and dinner everyday to our staff. We also have a staff kitchen available if they would like to cook their own meals.

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

We ask that staff are neat, clean and well groomed for work. Tattoos and facial piercings are generally acceptable as long as they are appropriate and in good taste (no nudity or profanity).

Second Job Availability: No, unlikely

Applicable Company Policies:

### **Important RDC Policies**

**Alcohol Policy:** The legal drinking age in the state of New Hampshire is 21. RDC is a unique community committed to providing a wholesome family environment for its guests and staff. The responsible and discreet use of alcohol (beer and wine only) is only allowed at designated areas on RDC's property by off-duty staff that are of legal drinking age. Inappropriate or illegal use of alcohol will result in immediate dismissal.

**Smoking:** Employees are not permitted to smoke or use tobacco products on RDC's property including vapes/e-cigarettes. Violation of this policy is grounds for immediate dismissal.

**Uniforms:** While on duty, RDC employees are required to wear tan/khaki colored pants, shorts, or skirts and a dark blue RDC staff shirt with a name tag (Kitchen Staff including Cooks 1-3 and Bakers may wear dark colored pants). RDC will provide you with the appropriate number of shirts and a nametag, but YOU are responsible for bringing khaki or tan colored pants, shorts, or skirts. \* Shorts must have a minimum of 3 in.(7.6 cm) inseam\*

**Off-Duty Clothing:** Please make sure your off-duty clothing is appropriate. We ask that you not wear clothing containing alcohol or tobacco advertisements, profanity, offensive language, etc. Thong bathing suits are not permitted.

### **RDC's Community Agreement**

A central component of the RDC experience is its community. We are committed to creating a safe, inclusive, and enjoyable summer experience for all staff and guests. We ask the staff agree to the following.

- **Respect:** Treat all members of the RDC community with kindness, respect, and consideration regardless of background, beliefs, or abilities. Help foster an inclusive environment by treating everyone as equals.
- **Safety:** RDC prioritizes safety at all times. Follow all safety requirements and workplace practices on and off the clock. Notify management of any potential safety hazards or concerns.
- **Environmental Stewardship:** Help protect and preserve the natural environment of RDC by reducing waste, conserving resources, and respecting local wildlife.
- **Personal Responsibility and Honesty:** Take responsibility for your actions, words, choices, and well-being and consider the consequences of them to those around you.
- **Teamwork:** Work collaboratively with your co-workers and friends. Show teamwork, empathy, and support.
- **No Harassment or Bullying:** RDC has a zero-tolerance policy for any form of harassment, bullying, or discrimination and is grounds for dismissal.
- **Camp Policies:** Follow all camp policies, including rules regarding quiet hours, alcohol, smoking, safety, and any other guidelines set by RDC.

## COMMUNITY AMENITIES

### ***In Town, Requires Transportation:***

*Food Market, Shopping Mall, Post Office, Bank, Restaurants, Fitness Center, Internet Cafe, Public Library*