

Camp El-O-Win

Job Description

Job Title: Head Cook

Classification: Non-exempt (seasonal)

Reports to: Camp Director

Position Purpose:

The Head Cook directs the overall food-service operation of the camp including purchasing, preparation, nutrition, service, sanitation, security, personnel management, customer service, and record keeping.

Essential Job Functions:

1. Manage the daily operations of the camp food and dining service including coordinating activities between the kitchen and dining room.
 - Oversee the planning and preparation of nutritionally balanced camp meals, snacks, and pack-out food.
 - Ensure the service of camp meals through directing the work of other employees.
 - Ensure safe and efficient preparation and serving of camp meals.
 - Coordinate menu planning for user groups as directed.
2. Oversee the inventory and ordering of food, equipment, and supplies and arrange for the routine maintenance, sanitation, and upkeep of the camp kitchen, its equipment, and facilities.
 - Maintain inventory of food and household supplies.
 - Order food and kitchen supplies consistent with menus and enrollment counts.
 - Maintain high standards of cleanliness, sanitation, and safety.
 - Clean and maintain all food-service areas, including kitchen, dining hall, storage, kitchen recycling.
 - Inspect equipment and ensure equipment is repaired as necessary.
 - Promote practices that seek to reduce waste, reuse items, and recycle as much as possible.
3. Manage all administrative and human-resource functions with regard to kitchen and dining room employees.
 - Monitor employee performance and training.
 - Assist with interviewing and hiring of cooks and all kitchen staff.
 - Plan, coordinate, schedule, and supervise the work of other food service staff.

Other Job Duties:

Participate in staff meetings, special celebrations, or guest services.

Equipment Used:

Ovens, stoves, mixer, dishwasher, meat slicer, knives, refrigeration units, food service utensils and plates, etc.

Qualifications:

- Holds current Food Handler's Permit or equivalent certification
- Experience in institutional or large food service setting.
- Knowledge of and experience in food service: ordering, inventory, budgeting, food preparation, family-style serving, buffet serving, cleaning, and institutional kitchen equipment.

- Must hold current certification or license for operating a kitchen in the camp's jurisdiction.
- Ability to work within a budget and purchase supplies efficiently.
- Experience in supervision.
- Must submit required employment forms prior to the first day of camp

Knowledge, Skills, and Abilities:

- Knowledge of current health and safety laws and practices is essential.
- Knowledge of and experience in preparation of special dietary foods.

Physical Aspects of the Job:

- Ability to effectively communicate orally and in writing.
- Physical ability to lift and carry 50 pounds.
- Visual and auditory ability to identify and respond to environmental and other hazards of the site and facilities and camper and staff behavior.
- Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more).
- Ability to safely and properly use kitchen equipment.

Physical requirements include: endurance including prolonged standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate equipment. Requires normal range of hearing and eyesight to record, prepare, and communicate. Willingness to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to the dirt, sun, heat and varying weather conditions and animals such as bugs, snakes, bats, etc.