



JOB DESCRIPTION

Head Cook – Resident Camp – Must be at least 19 years old.

Reports to: Camp Director

Summary: Responsible for ordering and preparing food and the operation of camp kitchen

Essential Responsibilities:

- 1) Responsible for training kitchen helpers and dishwashers.
- 2) Responsible for maintaining kitchen sanitation and meeting all local, state and national guidelines.
- 3) Responsible for food preparation in accordance with the outdoor school
- 4) Attempt to use environmentally friendly products.
- 7) Responsible for operating the kitchen within the approved budget.
- 5) Organize materials, tools, and food for daily operation.
- 6) Plan menus two (2) weeks in advance and prepare order form
- 7) Manage personnel related paperwork and general inventory.
- 8) Inventory all food items monthly and provide written inventory to camp director.
- 9) Ensure overall appearance of kitchen and storage of food.
- 10) Responsible for the efficient scheduling of kitchen staff to meet needs
- 11) Ability to manually lift items up to 40 lbs. to shoulder level as associated with food work.
- 12) Ability to stand for duration of duty.
- 13) Ability to use one's senses to promote safety and quality.
- 14) Responsible for keeping current with Health & Safety Regulations concerning food service.

Qualifications: *Required*

- Upon hire, completion of MOS provided training.
- Education classes or experience in camp or school kitchen
- Ability to lead, plan and organize,
- Ability to work as a member of a team and the ability to accomplish tasks with little direct supervision.
- Strong organizational and communication skills.