



## Camp Head Cook

### **Purpose of Position**

*The purpose of this position is to work with the Assistant Cook to prepare all camp meals and snacks. The Head Cook will also help in the coordination of other staff whose assistance is needed in the kitchen for food prep, serving or kitchen cleanup.*

### **Pre requisites**

- **Must have current Safe Food Handling Certification**
- **Previous experience in cooking for large groups is an asset**
- **Knowledge of common food allergies and sensitivities is an asset**
- Must be able to work cooperatively with others
- Must enjoy working with children and youth from a wide diversity of backgrounds.
- Must have the ability to meet and work with a wide range of people
- Must have strong organizational skills
- Must have completed staff medical form and criminal record check.
- Must have standard first aid certificate

**Responsible to:** Camp Director

### **Specific Duties and Responsibilities**

- **With Camp Director, prepare a two-week rotating menu of three meals and one snack per day that follows the guidelines of the Canadian Food Guide and the food category chart for camps.**
- **Prepare staff meal and BBQ items prior to the beginning of camp registration each week.**
- **Work with assigned kitchen team to cook all food in a sanitary environment**
- **Work with kitchen team and staff to help to daily clean kitchen and equipment**
- **Follow guidelines for refrigerator and freezer storing temperatures and keep written track of temps daily.**
- **Supervise any assigned kitchen team members and any staff helping in the kitchen and ensuring their safety**
- **Train kitchen team members for duties when necessary**
- **Work with food suppliers and Assistant Director to purchase all food and kitchen supplies.**

- **Rotate food in refrigerator, freezer and pantry when new food is purchased.**
- **Work with Camp Director to manage Camp Medley Food Budget.**
- **If not living within reasonable distance to commute daily, live on site during camp programs.**
- **Assist with end of week kitchen cleanup**

**Time Off**

- If living on site: from Closing time of one camp to the opening meeting of the next
- Time off during the day will have to correspond with your own kitchen schedule and duties.

**Evaluation:**

- If the need arises, informal written or verbal evaluations may take place during the summer.