

Camp Bristol ***Job Description***

Job Title: **Head Cook**
Classification: **Nonexempt (Seasonal)**
Reports to: **Camp Director**
Contract Period: **June 18 – August 14, 2022 (8 Weeks)**
Weekly Pay: **\$600.00 (Room and Board included)**

Position Purpose:

The Head Cook manages the overall food-service operation of the camp including purchasing, preparation, nutrition, service, sanitation, security, personnel management, customer service, and record keeping. Supervises: Cook(s)

Qualifications: *(Minimum Education and Experience)*

- ♦ At least 21 years old
- ♦ 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 licensure as required by the Health Department
- ♦ Ability to work within a budget and purchase supplies efficiently.
- ♦ Attend and participate actively in staff-week training (provided at camp)
- ♦ Experience in supervision.
- ♦ Clearance through the Sex Offender Registry and Criminal Background Check
- ♦ Must submit health history record and examination form prior to first day of work.

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 functions regarding kitchen employees.
 - ♦ Monitor employee performance and training.
 - ♦ Plan, coordinate, schedule, and supervise the work of food service staff

Other Duties

- ♦ Provide guidance and support in the camp clean-up at the end of each week.

Equipment Used:

Stoves, convection and standard ovens, fryers, dishwashing machine, knives, kitchen utensils, stand mixer, janitorial equipment, washer/dryer

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.
- ♦ Ability to provide first aid and to assist campers and staff in an emergency.