

## Camp Caledonia

### **HEAD COOK**

**RESPONSIBLE TO:** Camp Administrator

#### **QUALIFICATIONS:**

- respectful of the Christian aims and purposes of Camp Caledonia
- current Food Safe Certification is mandatory
- training and/or experience in quantity meal prep and purchase of supplies
- ability to supervise kitchen staff and delegate duties
- ability to relate to and interact well with children
- able to communicate well with a variety of groups
- work as a team member with other staff in all aspects of camp life
- flexibility to accommodate special diets and allergies
- clear criminal record check
- at least 25 years old

#### **RESPONSIBILITIES:**

- Supervise kitchen operations cleanliness and maintenance with the standards of the Health Act of BC and in accordance with the Camp Caledonia Kitchen Manual
- Work cooperatively with the Camp Director when the Camp Administrator is off site
- Perform administrative duties and maintain appropriate temperatures for storing/ serving food (hot and cool) and maintain temperature logs for the walk in cooler and freezers
- Visually identify hazards in the operation of the kitchen and respond appropriately
- Ensure kitchen, dining area, and food service areas are clean and ready for use at the beginning and end of the season. Put away equipment at the season's finish
- Fill the steam table each morning, empty and clean steam table each evening
- Fill dishwasher each morning and empty each evening
- Clean and sterilize (in the dishwasher) the garbage can lids each evening
- Ensure kitchen and dining hall cleaning is completed every night in preparation for the next day with extra care given on Saturday morning to prepare for the next week's camp session
- Train and supervise staff and volunteers under your supervision. Observe assigned staff and volunteers in performance of duties and provide guidance as needed.
- Prepare meals/snacks according to the weekly menu plan, accommodating special diets and allergies
- Review current budget and ensure cooking supplies and food purchases are within budget
- Plan and purchase food supplies as needed

- Ensure dishcloths and tea towels are washed daily
- Cooperate with the Camp Administrator and Camp Director with respect to scheduling, special programming, etc.
- Assist in maintaining high standards of safety and health for kitchen and dining area. Ensure policies and rules are understood and observed by campers, staff, and volunteers
- Preserve kitchen staff communication through regular meetings
- Seek advice, guidance and assistance from the Camp Administrator in resolving issues or the Camp Director when the Camp Administrator is off site
- Provide complete evaluation report of the Kitchen area and Head Cook position to Camp Administrator within two (2) weeks of the end of the last camp. Evaluation reports will include: session observations, strengths and weaknesses of the operation of the kitchen, evaluation of menu/food provided, recommendations for future
- Proper disposal of waste, recycle materials and compost. Think Green!
- Keep assigned sleeping area, including bathroom, clean and tidy
- At the end of the last camp session will make sure the Camp Kitchen, as well as her/his assigned sleeping area and bathroom are thoroughly clean and ready for sanitizing

The Head Cook is encouraged to:

- participate in Chapel time and staff devotions when duties allow
- actively participate in every aspect of camp life when duties allow

**JANUARY 2015**