

HEAD COOK

JOB DESCRIPTION

Responsible to: Food Services Manager

General Responsibilities:

- Prepare menus in consultation with the Food Services Manager and assist with food ordering.
- Organize and implement meal preparation, food service, proper clean up and food storage.
- Ensure that Food Safe, HACCP and camp kitchen standards are followed.
- Personally prepare yourself emotionally, mentally, physically, spiritually and socially.

Specific Responsibilities:

Pre-camp:

- Provide the Director with 'need to know' information regarding personal choices or struggles that may affect your level of care/competence - especially with regard to time spent with or around campers.

Camp Training

- Provide meals for Leadership Training Camp.
- Take part in Leadership Training Camp, when possible, getting to know the staff.
- Participate as a team player, showing respect and care to other members.
- Become fully acquainted with facilities, grounds and emergency procedures.

During Camp

- Provide servant leadership in meal preparation, food storage and clean up.
- Ensure all meals are prepared on time.
- Maintain regular and open communication with the Food Services Manager.
- Minimize the amount of waste.
- Ensure that kitchen personnel follow Food Safe and hygiene standards.
- Ensure that the cooler, freezer, preparation areas and all equipment are kept clean.
- Ensure that operation of kitchen equipment is done in a safe manner.
- Give feedback to the Food Services Manager regarding rest needed by staff.
- Be sensitive to the needs of the camp program.
- Create and maintain a positive and supportive atmosphere in the kitchen

After Each Camp

- Carry out a total clean-up of the kitchen: tidy and wash shelves, launder towels and aprons, clean sinks and counters, defrost and wash freezers, empty and wash the cooler, and clean stoves and ovens.