

## HEAD COOK

<b>Position Title:</b>	Head Cook
<b>Responsible to:</b>	Summer Directors and Personnel Committee
<b>Term of Employment:</b>	June 23 <sup>rd</sup> until the end of August
<b>Hours:</b>	Full Time hours per week during summer camp
<b>Remuneration:</b>	Dependent on experience and qualifications. (Note: room and board included)

**Level of Screening:** Due to the high degree of risk the position poses to vulnerable people, including children and people with disabilities, this position requires a clear criminal records check

### **Qualifications:**

- Safe Food Handling Course required.
- Emergency First Aid course would be considered an asset
- The selected candidate will be required to submit a clear criminal records check
- He/she will be a self-motivated, flexible individual who can prepare food in an efficient and timely manner being competent in the execution of the duties and responsibilities outlined below:

### **Responsibilities**

- The Head Cook is responsible to work closely with the Personnel committee, directing the kitchen staff in order to provide three meals and evening snack daily to approximately 60 campers plus staff.
- Follow the prepared menu and oversee cooking of meals during the summer camp.
- Co-ordinate closely with the Camp Directors meal schedules (Schedules could change depending on certain activities).
- Consider feedback from Camp Directors and campers.
- Ensure that food and supplies are organized in kitchen and other storage areas.
- Receive the weekly inventory of the all kitchen food and other supplies.
- Make a list of anything required so that it can be ordered.
- Be aware and responsible for any camper food allergies or other food concerns and work closely with the directing team and parents to verify this information prior to the beginning of camp each week.
- Assess and ensure cleanliness of the kitchen and food preparation equipment, and ensure high standards are maintained.

### **Staff Training Week:**

- Review thoroughly head cookbook.
- Meet with Kitchen staff to discuss how the teachings of Jesus can be included in the kitchen.
- Spend time with kitchen staff going over expectations and scheduling responsibilities.
- Meet with outdoor camp leaders about food, menu, scheduling and food allergies.
- On Saturday, ensure kitchen and staff are ready to prepare meals for the first day of camp (Sunday).

### **Beginning of Each Week:**

- Discuss kitchen rules and make sure that all special food needs for staff and campers are known.
- Discuss special food needs with the wellness person, (i.e. allergies).
- Look closely at the menu and note meals where supplements will be needed.
- Introduce any new kitchen staff to the kitchen and make their responsibilities very clear and give them a short training session.
- Create devotional schedule for the week, showing which kitchen staff will be cooking on breakfast each day and which ones will be able to attend staff devotionals.
- Create a program schedule for the week, showing which staff will be participating in daily sessions and who will be in kitchen during those times.

### **During each week:**

- Prepare daily; breakfast, lunch, dinner and evening snack.
- Organize and implement daily kitchen staff prayer time (preferably not in kitchen).
- Check food orders as they come in to ensure that the food ordered is what is being delivered (supervise the storage of food items).
- Meet with assistant cook on a regular basis to discuss how the overall kitchen is doing.
- Be involved in program when time and energy permits.
- As head cook, time should be spent more in supervising, teaching and encouraging of kitchen staff and volunteers than in performing kitchen tasks.
- Conduct evaluation of kitchen staff.
- Perform any other tasks as required.

The following staff are directly accountable to the Head Cook: Assistant Cook, Kitchen staff

We welcome all applicants, however only selected applicants will be contacted for an interview.