

LUMSDEN BEACH CAMP

JOB DESCRIPTION - HEAD COOK

GENERAL DESCRIPTION:

To prepare, cook and serve food for all campers, hired staff and volunteers at camp.

QUALIFICATIONS:

- Experienced in preparing, cooking, and serving meals for a large number of people.
- Able to carry out instructions provided verbally and in writing.
- Must be responsible, organized, self-motivated, & friendly.
- Must be flexible, cooperative & willing to work in a team environment with staff, volunteers and Board members.
- Must have taken Department of Health Food Handler's course or be willing to take course.
- Lives her/his Christian faith and is willing to be an example to others.
- Experience with training & supervision of staff a definite asset.

RESPONSIBILITIES and DUTIES:

- Is accountable to the Lumsden Beach Camp Board.
- Reports to the Camp Director while on duty at Camp.
- Prepares balanced menu plan and develops grocery list based on that plan.
- Responsible for ordering all food supplies for the kitchen. Receipts and invoices for groceries to be given to the Board Treasurer. Responsible for storing and rotating grocery supplies.
- Arranges with the Food Committee for the delivery of supplies to camp.
- Ensures that proper sanitation procedures are followed & all current health regulations are met in the preparation of food.
- Posts the weekly menu plan in the dining area for all to see.
- Responsible for maintaining cleanliness of the kitchen area and kitchen equipment and adhering to all provincial health regulations in the kitchen area. Cooks must wear an apron while working in the kitchen.
- Responsible for maintaining cleanliness of the Cook's cabin.
- Responsible for the orientation & training of Kitchen Helpers at the beginning of each camp and as required. Responsible for assigning tasks and the supervision of Kitchen Helpers.
- Responsible for the operation of the stove, hot water heater, refrigerators and freezers; arranges to get problems fixed/repared (notify Property Committee or Food Committee).
- Responsible for monitoring the septic tank that serves the kitchen. Informs maintenance when they are full.
- Accommodates staff, campers and volunteers who have food allergies.
- Provides refreshments for Board Members during Board meetings at camp and work parties on visitation.
- Works in co-operation with counsellors regarding food for cookouts.
- Checks with Director re: time when each camp will begin and whether further meals for staff are necessary.
- Ensures tuck is available to the Camp Director when requested. Director will arrange to serve.
- At the beginning of each camp, discuss meal plans, meal times, special events, etc, with the Director.
- Works in co-operation with Camp Director and the Leadership and Program Committee to ensure that the dining area and meal structure encourage a safe, welcoming family environment.
- Attends the United Church of Canada Workshop on Harassment at the Staff Training Event.
- Attends pre-camp meeting always and staff meetings when requested.

- Attends Board meetings and provides update while on staff, but is not required to stay for full meeting.
- Meets with Food Committee Chair, or other member of the Board's Personnel Committee, at mutual arranged times to discuss concerns, issues, highlights, etc.

END OF CAMP RESPONSIBILITIES:

- Responsible for inventory of dishes, linen, and kitchen supplies.
- Puts dishes into plastic tote containers and pack up all valuables to be moved into the city for winter.
- Ensures that enough pots, pans, dishes, utensils, etc. are left out if the camp has any fall rentals.
- Together with the Food Committee, helps with food disbursement.
- Clean & wash entire kitchen & storage areas including: grill, ovens, fridges and coolers, clean flour bins.
- Clean up summer living quarters & perform other clean-up duties as instructed by the Food Committee.
- Prepares and submits a written (typed) report to the Food Committee Chair by August 31. Provides suggestions, recommendations; brings forward any concerns. Provide overview of the summer.

Revised: January 2006