

CIRCUS SMIRKUS

TITLE: CAMP HEAD COOK

Department: Camp	Staffing Classification: Seasonal
Reports To: Camp Admin Director, Summer Camp Director	FLSA Status: Exempt
Date Approved:	Signature:

JOB SUMMARY:

Will be responsible for providing nutritious, tasty, filling, and economical meals for campers and staff (approx. 70-84 children and teens, and 35 adults.) Oversees purchasing, preparation, nutrition, service, sanitation, personnel management, and record keeping.

ESSENTIAL FUNCTIONS:

(Majority of duties, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.)

1. Evaluate kitchen, food preparation equipment, and any other food related needs for the coming season, and plan for equipment purchases and repairs prior to start of camp.
2. Working with food consultant, prepare menus for all meals to meet all dietary restrictions and special needs with the assistance of the Camp Nurse, Head Counselor and Camp Administration Director.
3. Establish contact with food distributors and work with Camp Administration Director to arrange payment methods. Order food and supplies consistent with enrollment numbers, and arrange for deliveries.
4. Work with Camp Administration Director to keep food and kitchen purchases within budget.
5. Work with Camp Administration Director to determine kitchen staff schedule and scheduling of meals to coordinate with camper and staff schedules.
6. Assist Camp Administration Director in hiring of kitchen staff. Train and organize kitchen staff prior to start of camp. Oversee kitchen staff performance throughout the camp season. Maintain positive kitchen staff morale. Provide evaluations for kitchen staff at end of season.
7. Responsible for set-up of kitchen facility and dining area. Responsible for storage of all food and equipment at end of season.
8. Adhere to all State and Local Board of Health Standards and codes for proper food handling, serving and storing. Be available to meet with inspectors as needed.
9. Oversee preparation of three meals per day, as well as morning and afternoon snacks.
10. Coordinate with Summer Camp Director and Head Counselor any meals for campers and staff on days of travel.
11. Maintain a clean, safe kitchen, dining and service area. Provide an attractive presentation for all meals.
12. Drive company vehicle.
13. Other jobs, as needed.

QUALIFICATIONS:

1. Experience in camp, institutional or other large food service setting.
2. Experience in ordering, inventory, budgeting, food preparation, buffet serving, cleaning, and commercial kitchen equipment.
3. Experience adapting menus and preparing food to accommodate special dietary and health needs.
4. Knowledge of and training in current health and safety laws and practices.
5. Proven record as a supervisor

WORKING CONDITIONS:

(Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.)

Internal: Work is normally conducted in kitchen environment.

PHYSICAL DEMANDS:

(The physical effort generally associated with this position.)

Work involves standing, walking, bending, kneeling, reaching, stooping, and other physical activities consistent with setting up heavy equipment. Work may include lifting, carrying or moving objects and equipment weighing over 50 pounds.

SUPERVISION:

Supervision is received from the Camp Administration Director and Summer Camp Director.

PERIOD OF EMPLOYMENT:

This is an approx. three month seasonal position from end of May to end of August 2018.
