



**TITLE: CAMP HEAD COOK**

Department: Camp	Staffing Classification: Seasonal
Reports To: Camp Director	FLSA Status: Exempt
Last Updated: 1/4/2023	Signature:

**JOB SUMMARY:**

The Camp Head Cook is 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 for all things related to the kitchen.

**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. Prepare menus for all meals to meet all dietary restrictions and special needs with the assistance of the Camp Nurse, Head Counselor and Camp Director.
3. Establish contact with food distributors and work with Camp Director to arrange payment methods. Order food and supplies consistent with enrollment numbers, and arrange for deliveries.
4. Work with the Camp Director to keep food and kitchen purchases within budget.
5. Work with the Camp Director to determine kitchen staff schedule and scheduling of meals to coordinate with camper and staff schedules.
6. Assist the Camp Director in hiring kitchen staff. Train and organize kitchen staff prior to the start of camp. Oversee kitchen staff performance throughout the camp season. Maintain positive kitchen staff morale. Provide evaluations for kitchen staff at the end of season.
7. Responsible for set-up of kitchen facility and dining area. Responsible for storage of all food and equipment at the 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. Maintain a clean, safe kitchen, dining and service area. Provide an attractive presentation for all meals.
11. Provide daily camp menus and clearly label all dishes with special regard to potential allergens and avoid cross contamination.
12. Other jobs, as needed.

### **QUALIFICATIONS:**

1. Experience in camp, institutional or other large food service settings.
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 a kitchen environment. Pie Car trailer, Prep kitchen/Dining Hall.

### **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 Director.

**SALARY:** Base: \$1000/week. Room and Board included

### **PERIOD OF EMPLOYMENT:**

This is an approx. three month seasonal position from early June to mid August with the possibility of extending through the first week in September.

### **A Promise of Inclusion**

*Circus Smirkus celebrates all types of peoples, cultures, and skills to showcase the multifaceted triumph of human abilities, particularly among our youth population. Joining Circus Smirkus – as a participant, an employee, a volunteer, or an audience member – means you belong. And to all who join, Smirkus asks*

*for you to embrace our values and to help us create joy and magic for everyone who encounters a Smirkus program. We commit to providing everyone equal opportunity to shine— both in and out of the ring.*