

HEAD COOK

- Minimum age 20
- To manage food for a children's residential camp. Cooking experience, menu planning, budgeting and ordering, food preparation and service, guide and instruct one to two assistants, thorough knowledge of and maintain proper health standards. Assist with campers as needed.
- CPR and Standard First aid required
- Food Handler Safety Certificate or equivalent
- Level 2 (enhanced) Police Reference Check that has been issued within nine months of commencement of employment.

HEAD COOK: DUTIES

1. Participate in all aspects of pre-camp training and leadership orientation
2. Supervise Cook's Helpers:
 - assigning tasks
 - arranging daily breaks
 - rotating responsibilities
 - maintaining good relationships
 - guiding and teaching
 - reporting to Camp Director
3. Responsible for food preparation, cooking, serving and assist in cleanup when necessary
4. Determine whether leftovers should be stored or disposed of according to Health Standards
5. Works with Camp Director, Administrative Assistant or management committee in the preparation, updating and revision of menus as required
6. Ensures that special menus are prepared for those with specific nutritional needs
7. Orders, receives and stores all food and supplies; checks incoming order against invoices and maintains all invoices to submit to camp treasurer/accountant
8. Keeps a record of all purchases and a regular inventory of all food and kitchen supplies
9. Seeks to stay within budgetary limits without sacrificing quality or quantity to economy; does cost accounting for meals
10. Enforces health and safety regulations to meet Ministry of Health Standards: cleanliness of kitchen (cleaning utensils, counter tops, stove, exhaust hood, dishwasher, sweeping all floors after each meal; mopping floors daily, removal of garbage and waste to the approved storage areas daily; weekly cleaning of refrigerator, freezers, ovens, cabinets, shelves, fans, mixers, etc.; food and cooking equipment properly stored to avoid contact with insects or rodents
11. Adhere to and enforce: cleanliness of personnel; regular washing of hands; clean, neat clothing and personal appearance; hair appropriately covered; closed toe and heel shoes, and any other standard as set out by the Camp Council and Ministries of Health and Safety.
12. Maintains a cooperative working relationship with Program Staff in planning for cook-outs, special snacks and off-site trips.
13. Will be on site for all meal service.
14. Will remain, supervising and assisting until entire kitchen/building is properly cleaned and prepared for the next day of use.
15. Will properly maintain personal onsite accommodations
16. Will act in a Christian manner at all times using language and decorum suitable for a Children's camp.
17. Participates in evaluation sessions of Kitchen Staff as scheduled.
18. Participates in all other facets of camp life as time and schedule permits.

Expect: Fast pace environment, to be flexible to improvise menu changes/times, noisy dining hall environment, long hours, breaks between food prep/menu planning/food ordering times, use of your own vehicle, a chance to mingle with the campers and staff, private on-site accommodations, mosquitoes