



Camp Frederick

Head Cook Job Description

POSITION: Head Cook

PURPOSE: To plan, coordinate, and carry-out camp food service.

GENERAL POSITION DESCRIPTION: Meals and evening snacks are served family style each day for campers, staff, and guest groups in the dining hall, as well as regular cookouts and packouts. The Head Cook is responsible to plan, coordinate, and carry-out camp food service for all scheduled groups, activities, and events throughout the year. This includes scheduling part-time staff, as well as serving as the “Head” of the kitchen or arranging for appropriate coverage of the kitchen by a Certified Food Preparer.

RESPONSIBLE TO:

- Camp Director and Support Service Manager

QUALIFICATIONS:

- Minimum 21 years of age
- Willingness to support the other members of the camp staff
- Experience with institutional cooking and staff management
- Ability and desire to be a role model of a Christian lifestyle worthy of emulation by campers and guests.
- Training, education, and/or experience in food service management, culinary arts, quantity food service, and staff supervision.
- Current training in food safety, or willingness and ability to obtain such training, to meet national and local requirements.
- Interest in serving in a Christian camp setting.
- Personable style and skills in relating to staff, guests, and campers.
- Acceptance of Food Service Manager’s Responsibilities and Camp Fredericks Personnel Policies.

RESPONSIBILITIES:

- General
 - Recognize role and responsibilities as part of the overall mission and ministry of Camp Frederick.
 - Exhibit a spirit of cooperation, flexibility, and commitment to the team relationship with other camp staff.
 - Create and foster an atmosphere of friendliness and hospitality in the kitchen and dining halls to ensure an enjoyable experience for staff, campers, and guests.
- Menu
 - Plan nutritious, delicious, well-balanced menus for meals and snacks, taking group ages, programming, dietary needs, allergies, and special requests into account.
 - Provide options for vegetarians and vegans and other dietary restrictions when necessary.
 - Strive to increase the use of fresh foods, scratch ingredients, locally grown foods, and globally and environmentally sensitive food products and supplies.
 - As required, submit planned menus to a nutritionist, dietician, or other qualified personnel and document approval.

- Budget
 - Order and purchase food and supplies to provide planned food service.
 - Maintain records of food costs.
 - Work with Support Service Manager to keep food, supply, and staff costs within approved budget.
 - Without compromising quality, quantity, or service, explore lower costing foods and supplies and only schedule necessary employees.

- Staffing
 - Assist Support Service Manager in hiring part-time employees, including recruiting, screening, and interviewing, to be approved by the Director.
 - Recruit and screen volunteers to serve in the kitchen.
 - Train food service staff.
 - Create a work schedule and assign work hours to employees and volunteers.
 - Supervise and manage food service employees and volunteers.

- Standards, Regulations, and Policies
 - Implement American Camp Association accreditation standards related to Food Service.
 - Abide by all state and local health department regulations.
 - Follow and enforce all camp policies and procedures.

- Hospitality
 - Supervise dining room procedures and see that the dining room is attractively maintained.
 - Maintain a running inventory of food and supplies in all camp kitchens.
 - Ensure that all camp kitchens are clean and ready for use by staff or guest groups.
 - Provide welcome baskets (coffee, tea, etc.) for guest groups in each facility.

- Handle the camp kitchen laundry.

- Equipment
 - Arrange for the proper care and maintenance of kitchen equipment.
 - Inform the Buildings and Grounds Manager of the failure of any kitchen equipment to operate properly.

- Attend weekly staff meetings held in the camp office.

- Participate in an annual review and evaluation with the Support Service Manager and Director.

- Assist in other areas of camp operation that may arise for the ministry of Camp Frederick.