

## JOB DESCRIPTION

Position: Lead Cook

Desired Qualifications:

- Experience as a lead cook or chef, preferably at a camp, but also at a school or other institution
- Training and experience in cooking for large groups
- Serve Safe or equivalent certification
- Desire and ability to work in a children's camp in a wilderness setting
- Ability to work well with others
- Ability to prepare foods for special groups (i.e., people with special dietary needs)
- Knowledge of standards of food preparation, serving, kitchen procedures, safe food handling and other safe kitchen practices
- Ability to direct and supervise prep cooks and dishwashers
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, good judgment, patience, and self control

Responsible To: Director, Assistant Director, and Kitchen Manager

Camp Goals: To provide a safe, non-competitive, largely team-oriented wilderness adventure program through which children can have fun, make friends, and build self confidence by tackling challenges and developing new skills.

General Responsibilities:

- To lead the camp's food service preparation while on duty

Specific Responsibilities:

- To assist in reopening the kitchen after the off-season, including the cleaning of stove/oven and food preparation surfaces, inventorying supplies, and unpacking items from storage
- To lead, supervise, coordinate and participate with kitchen staff in safe food preparation and kitchen safety and cleanliness
- To utilize leftovers
- To assist the Kitchen Manager in estimating needs, ordering, receiving, and storing foodstuffs and supplies
- To record quantities, types, and preparation methods of food served
- To cook, trim, portion, carve, bake, etc., and to portion meats, vegetables, salads, breads, desserts, etc.

- To arrange with other kitchen staff for snacks, special events and cleanliness
- To supervise prep cooks and dishwashers as needed
- To assist in training kitchen staff
- To meet with other administrative staff as necessary
- To evaluate the current season and make suggestions for the following season
- To assist in the close-down of the kitchen at the end of the season, including preparing an inventory and storing supplies and equipment
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required

Essential Functions:

- Cognitive and communication abilities to plan and conduct food service for large groups
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
- Possess strength and endurance required to maintain constant supervision of kitchen staff, and to supervise and participate in food preparation for large groups
- Ability to lift/unload/move food and supplies; lift dishes to their storage location; use kitchen equipment safely; operate electrical and mechanical equipment; maintain appropriate inventory of food and supplies; operate dishwasher while maintaining appropriate temperature; determine cleanliness of dishes, food contact surfaces, and kitchen area; assess condition of food
- Ability to lift 50 lbs to a height of four feet repeatedly
- Ability to carry out all duties at an elevation of at least 6,200 feet
- Possess physical ability to move throughout the dining hall, including the kitchen, storeroom, dishwashing area, locker room and dining room
- Visual and auditory ability to identify and respond to environmental and other hazards related to food service in a commercial kitchen