



COOK SUPERVISOR

JOB DESCRIPTION

Job Summary	Responsible for providing nutritious, healthy and balanced meals for campers and staff during summer camp program, preparing meals for special diets, ordering food and cleaning/organizing kitchen and appliances. In addition, cooks are responsible for general cleaning and maintaining meal records. A primary function of this and every other job at the Kostopoulos Dream Foundation is to ensure that each member, guest and visitor receives the highest caliber of service.
Supervisor	Chief Operating Officer
Responsibilities	<ol style="list-style-type: none"> 1. Manage all aspects of food service for the summer camp. 2. Supervise and coordinate the kitchen staff. 3. Plan and deliver three meals daily Monday to Friday for 100 + people per meal. 4. Create nutritious, healthy and balanced meal plans and weekly menu. Have menu posted daily. 5. Assist the program coordinators/manager with travel camp weekly menu. 6. Ensure cleanliness of food preparation and delivery areas. Keep kitchen clean and in accordance with department of health regulations at all times. 7. Follow all Salt Lake County Health Department regulations applicable to food safety. 8. Work with SLVHD Food Inspectors to ensure meeting legal compliance. 9. Assist with soliciting food donations if needed. 10. Assist the leadership team in food budget planning. 11. Check in all food/supply orders. Responsible for rotating stock when receiving new orders. 12. Places food orders in accordance with budget and in a timely manner. 13. Prepares all meals on time as scheduled or as assigned by the leadership team. 14. Knowledge of food allergies and food related diseases, and the ingredients that may cause the allergy/disease. 15. Be willing and prepared to meet special food requirements for both campers and staff; e.g. gluten free and vegetarian diets. 16. Have food items available for staff on weekends. 17. Complete monthly food inventory by the end of each month. 18. Sanitize kitchen surfaces regularly throughout the day. 19. Assist in weekly deep cleaning of specific areas in the kitchen, e.g. floors, vent hoods, etc. 20. Wash hands frequently while working in the kitchen and in accordance with department of health regulations and enforce the same rules to the kitchen staff. 21. Report any accidents or injuries to the leadership team. 22. All other duties as assigned.
Qualifications	<ol style="list-style-type: none"> 1. Minimum two years of successful experience as head cook. 2. Experience cooking and serving over 100 meals per day.

	<ol style="list-style-type: none"> 3. Ability managing kitchen staff. 4. Ability to modify meals for special dietary needs. 5. Knowledge of generally accepted well-balanced nutrition guidelines. 6. Experience with ordering and meal planning. 7. Current First Aid/CPR and Safe Serve certifications. 8. Excellent working skills including communication skills, organizational skills and attention to details. 9. Ability to assist campers in an emergency (fire, evacuation, illness, injury). 10. Must have a clean criminal background.
Physical Requirements	<ol style="list-style-type: none"> 1. Ability to lift and carry heavy objects. 2. Ability to stand. 3. Work in extreme heat. 4. Good hearing and listening. 5. Sit, stoop, kneel, and crouch. 6. Work with chemicals. 7. Work with noise.
Salary	\$18 - \$22/hour (based on experience)
Status	Seasonal
Hours	40 Hours per week (May 28 – August 9, 2019)