



## SUMMER CAMP COOK

### JOB DESCRIPTION

<b>Job Summary</b>	Responsible for providing 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.
<b>Supervisor</b>	Chief Operating Officer
<b>Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Manage all aspects of food service for residential camp;</li> <li>2. Supervise and coordinate the kitchen staff;</li> <li>3. Plan meals Monday to Friday for up to 100 people per meal in advance;</li> <li>4. Work with administrative staff on travel camp menu planning;</li> <li>5. Review meal plans with certified nutritionist (based on availability);</li> <li>6. Ensure cleanliness of food preparation and delivery areas;</li> <li>7. Follow state health department regulations pertaining to safe food practice;</li> <li>8. Work with SLVHD Food Inspectors to ensure legal compliance;</li> <li>9. Solicit food donations;</li> <li>10. Assist administrative staff in food budget planning;</li> <li>11. Responsible for rotating stock when new orders are checked in;</li> <li>12. Places food orders in accordance with budget and in a timely manner;</li> <li>13. Check in all food/supply orders;</li> <li>14. Prepares all meals on time as scheduled or assigned by the director;</li> <li>15. Knowledge of food allergies and food related diseases, and the ingredients that may cause the allergy/disease.</li> <li>16. Be willing and prepared to meet special food requirements for both campers and staff; e.g. gluten free and vegetarian diets;</li> <li>17. Have food items available for staff on weekends;</li> <li>18. Complete monthly food inventory by the end of each month;</li> <li>19. Have menus posted daily;</li> <li>20. Keep kitchen clean and in accordance with department of health regulations at all times;</li> <li>21. Sanitize kitchen surfaces regularly throughout the day;</li> <li>22. Wash hands frequently while working in the kitchen and in accordance with department of health regulations;</li> <li>23. Report any accidents or injuries to directors;</li> <li>24. Assist in weekly deep cleaning of specific areas in the kitchen, e.g. floors, vent hoods, etc.</li> <li>25. All other duties as assigned.</li> </ol>
<b>Qualifications</b>	<ol style="list-style-type: none"> <li>1. Minimum two years of successful experience as head cook;</li> <li>2. Experience cooking and serving over 100 meals per day;</li> </ol>

	<ol style="list-style-type: none"> <li>3. Ability managing kitchen staff;</li> <li>4. Ability to modify meals for special dietary needs;</li> <li>5. Knowledge of generally accepted well balanced nutrition guidelines;</li> <li>6. Experience with ordering and meal planning;</li> <li>7. Current First Aid/CPR and Safe Serve certifications;</li> <li>8. Excellent working skills including: communication skills, organizational skills and attention to details;</li> <li>9. Ability to assist campers in an emergency (fire, evacuation, illness, injury)</li> <li>10. Must have a clean criminal background.</li> </ol>
<b>Physical Requirements</b>	<ol style="list-style-type: none"> <li>1. Ability to lift and carry heavy objects;</li> <li>2. Ability to stand;</li> <li>3. Work in extreme heat;</li> <li>4. Hear and listen;</li> <li>5. Sit, stoop, kneel, crouch;</li> <li>6. Work with chemicals;</li> <li>7. Work with noise.</li> </ol>
<b>Salary</b>	\$12 - \$15/hour (based on experience)
<b>Status</b>	Seasonal
<b>Hours</b>	30-40 Hours per week