



SUMMER CAMP COOK

JOB DESCRIPTION

Job Summary	<p>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.</p>
Supervisor	<p>Chief Operating Officer</p>
Responsibilities	<ol style="list-style-type: none"> 1. Manage all aspects of food service for residential camp; 2. Supervise and coordinate the kitchen staff; 3. Plan meals Monday to Friday for up to 100 people per meal in advance; 4. Work with administrative staff on travel camp menu planning; 5. Review meal plans with certified nutritionist (based on availability); 6. Ensure cleanliness of food preparation and delivery areas; 7. Follow state health department regulations pertaining to safe food practice; 8. Work with SLVHD Food Inspectors to ensure legal compliance; 9. Solicit food donations; 10. Assist administrative staff in food budget planning; 11. Responsible for rotating stock when new orders are checked in; 12. Places food orders in accordance with budget and in a timely manner; 13. Check in all food/supply orders; 14. Prepares all meals on time as scheduled or assigned by the director; 15. Knowledge of food allergies and food related diseases, and the ingredients that may cause the allergy/disease. 16. Be willing and prepared to meet special food requirements for both campers and staff; e.g. gluten free and vegetarian diets; 17. Have food items available for staff on weekends; 18. Complete monthly food inventory by the end of each month; 19. Have menus posted daily; 20. Keep kitchen clean and in accordance with department of health regulations at all times; 21. Sanitize kitchen surfaces regularly throughout the day; 22. Wash hands frequently while working in the kitchen and in accordance with department of health regulations; 23. Report any accidents or injuries to directors; 24. Assist in weekly deep cleaning of specific areas in the kitchen, e.g. floors, vent hoods, etc. 25. 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. Hear and listen; 5. Sit, stoop, kneel, crouch; 6. Work with chemicals; 7. Work with noise.
Salary	\$12 - \$15/hour (based on experience)
Status	Seasonal
Hours	30-40 Hours per week