

Office Address

201 – 380 Leathead Road,
Kelowna, BC, V1X 2H8

**Camp Address**

2411 Westside Place,
Kelowna, BC, V1Z 3T5

HEAD COOK

RESPONSIBLE TO: Program Coordinator and Camp Director

QUALIFICATIONS:

- Commitment to the Christian aims and purposes of the Camp
- Willingness to take direction and follow instructions.
- Kitchen experience.
- Food Safe Course.
- Ability to prepare meals and maintenance of kitchen facilities.
- Ability to relate well to children.
- Ability to prepare 3 meals a day for approximately 100 campers and staff
- Must be at least 17 years old.

RESPONSIBLE FOR:

- Preparing and serving of meals, snacks, and mug-up.
- Prepare milk, juice, and water jugs for each meal.
- Make sure that all food is put away and store all cooking supplies properly
- Make sure that the grill and coffee area are cleaned after each use
- Wash and sanitize walk-in freezer weekly.
- Assist with kitchen set up at the beginning of the season as well as the end of season clean-up and storage of equipment.
- Maintain cleanliness of kitchen, dining hall, and equipment.
- Follow the kitchen schedule and menu plan.
- Assist with special requests to accommodate programming or themes.
- Note any allergies or special diets. Ensure no exposure to allergies as directed by the Program Coordinator and the Camp Nurse.
- Create menus for the summer that are balanced and cost effective
- Prepare food as the planned menu indicates. Set up food, supplies, and utensils for dining hall distribution.
- Store food and leftovers according to Food Safe standards.
- Clean and maintain all food-preparation and storage areas.
- Reduce waste, reuse items, and recycle as indicated through the camp's procedures.
- Work with the other staff in organizing supplies for any meals eaten off-site to ensure adequate and accurate amounts and variety and ensuring all equipment is in good working order.
- Proper disposal of waste, recycle materials and compost. Think Green!
- Responsible for end of season clean up duties as directed by the Camp Director and according to Camp procedures and policies.

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Essential Functions:

- **Work and participate as a team member with other staff in all aspects of camp life.**
- Visually observe behavior of campers in your care, and report any concerns to Supervisor.
- Visually identify hazards in your program area, and respond appropriately.
- Be able to work and communicate well with a variety of age groups.
- Actively participate in every aspect of camp life when duties allow.
- Have a high standard for the care of your personal possessions and be tidy in your personal living space and those of others.
- Provide evaluation report for head cook position with recommended changes, by Aug. 31st of camp year, to Camp Director.