

HEAD COOK

RESPONSIBLE TO: Board Designated Director

QUALIFICATIONS:

- Commitment to the Christian aims and purposes of the Camp
- Food Safe course completed within the last 5 years is mandatory
- Training and/or experience in quantity meal prep and purchase of supplies.
- Ability to supervise kitchen staff and delegate duties.
- Ability to relate to and interact well with children.
- Flexibility to accommodate special diets and allergies.
- Must be at least 25 years of age.

Specific Responsibilities:

- Supervise kitchen operations, cleanliness and maintenance within the standards of the Health Act of BC and in accordance with the Camp Owaissi Kitchen Manual.
- Work cooperatively with the Program Coordinator when the Director is off site.
- Submit a written menu plan at the beginning of the summer for approval from Director, with the understanding that there is flexibility to make changes
- Perform administrative duties and maintain proper records for the kitchen area as required by the Director, including, but not limited to: fridge and freezer temps, etc.
- Ensure kitchen, dining hall, and food service areas are clean and ready for use at the beginning and end of the season. Put away equipment at the season's finish.
- Ensure kitchen and dining hall cleaning every night in preparation for next day with extra care given on Friday evenings to prepare for the next week's camp session.
- Supervise kitchen staff, campers, and volunteers assigned to help in kitchen or dining area and assist the Director in evaluating kitchen staff throughout the summer.
- Prepare meals/snacks according to weekly menu plan, accommodating special diets and allergies.
- Review current budget and ensure cooking supplies and food purchases are within budget.
- Plan and purchase food supplies as needed.
- Ensuring dishcloths and tea towels washed daily
- Cooperate with Director and Program Coordinator with respect to scheduling, special requests, special programming, etc.

Owaissi Anglican Camp Job Descriptions

- Assist in maintaining high standards of safety and health for kitchen and dining hall. Ensure policies and rules are understood and observed by campers, staff, and volunteers.
- Preserve staff communication through regular meetings in accordance with communication policy.
- Seek advice, guidance and assistance from the Director in resolving issues or the Program Coordinator when the Director is off site.
- Provide complete evaluation report of the Kitchen area and Head Cook position to Camp Director, by Aug 31st of camp year. Evaluation reports will include: session observations, strengths and weaknesses of the operation of the kitchen, evaluation of menu/food provided, recommendations for future.
- Proper disposal of waste, recycle materials and compost. Think Green!
- Responsible for end of season clean up duties as directed by the Director and according to Camp procedures and policies.

Essential Functions:

- Be able to train and supervise staff and volunteers under your supervision. Observe assigned staff and volunteers in performance of duties and provide guidance as needed.
- Visually identify hazards in the operation of the kitchen, and respond appropriately.
- Be able to work and communicate well with a variety of age groups.
- **Work and participate as a team member with other staff in all aspects of camp life.**
- 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.