

HEAD COOK

ACCOUNTABILITY

The Head Cook is accountable to the Food Services Coordinator for all matters relating to menu, food preparation, supervision of staff, clean-up, etc.

QUALIFICATIONS

- Experience in cooking for large groups.
- Be in good health.
- Be flexible.
- Be able to get along with others.
- Have skills to work with menus and recipes for group cooking.
- Be able to work 8-10 hours per day

RESPONSIBILITIES

- Assume responsibility for the kitchen.
- Delegate work, plan the work day.
- Supervise food preparation, ensuring that quantities prepared are sufficient for the camp.
- Supervise daily and weekly cleaning schedule as set out by the Food Services Coordinator.
- Operate kitchen equipment safely.
- Take part in camp program as time allows, e.g., interacting with campers in meal line or in free time, telling a story or leading a game
- Attend staff meetings, devotions and campfires, etc. as time and energy allows (check with Head Cook).

NOTES

1. Summer kitchen staff duties for the first day (Sunday) are as follows
3:00 p.m. - Meeting and Worship for all summer staff
4:00 p.m. – kitchen orientation and prepare supper
2. Menu planning and ordering is taken care of by the Food Services Coordinator.
3. There is some heavy lifting required in kitchen, but there are persons available to help with this - consult with Food Services Coordinator.
4. There will be an opportunity to take part in a daily Support Staff devotional.

ASSISTANT COOK

ACCOUNTABILITY

The Assistant Cook (AC) is responsible to the Head Cook.

QUALIFICATIONS

- Experience in cooking for large groups.
- Be in good health.
- Be flexible.
- Be able to get along with others.
- Have skills to work with menus and recipes for group cooking.

Be able to work 8-10 hours per day

RESPONSIBILITIES

- Cook foods, e.g. following camp recipes, baking.
- Prepare foods, e.g., washing, peeling, measuring.
- cleaning kitchen: dishes, pots and pans, counters and appliances.
- Serving food, labelling leftovers.
- Checking stocks of supplies.
- Attend staff meetings, devotions and campfires, etc. as time and energy allows (check with Head Cook).
- Take part in camp program as time allows, e.g., interacting with campers in meal line or in free time, telling a story or leading a game
- Attend staff meetings as schedule allows (check with Head Cook)

NOTES

1. Summer kitchen staff duties for the first day (Sunday) are as follows
3:00 p.m. - Meeting and Worship for all summer staff
4:00 p.m. – kitchen orientation and prepare supper
2. Menu planning and ordering is taken care of by the Food Services Coordinator.
3. There is some heavy lifting required in kitchen, but there are persons available to help with this - consult with Food Services Coordinator.
4. There will be an opportunity to take part in a daily Support Staff devotional.

KITCHEN HELP

ACCOUNTABILITY

Kitchen Helpers are responsible to the Head Cook.

QUALIFICATIONS

- Must be willing to work with food.
- Must be willing to accept direction and learn food preparation skills.
- Be able to work 8-10 hours per day

RESPONSIBILITIES

- Assist head or assistant cook in preparation of food, e.g. washing, peeling, cutting.
- Clean up of kitchen, dining hall and outdoor eating areas.
- Responsible for the preparation, serving and clean up of evening snack.
- Build fires, bring equipment and food to and from outdoor cooking areas as assigned.
- When not required in the kitchen, to become involved in camper activities as assigned by the Summer Program Director and cleared with the Head Cook.
- Carry out weekly clean up of kitchen as outlined by Head Cook.
- Attend staff meetings, devotions and campfires, etc. as time and energy allows (check with Head Cook).
- Take part in camp program as time allows, e.g., interacting with campers in meal line or in free time, telling a story or leading a game

NOTES

1. Summer kitchen staff duties for the first day (Sunday) are as follows
3:00 p.m. - Meeting and Worship for all summer staff
4:00 p.m. - prepare supper and begin weekly kitchen routines
2. There is some heavy lifting required in kitchen, but there are persons available to help with this - consult with Food Services Coordinator.
3. There will be an opportunity to take part in a daily Support Staff devotional.