



Job Description

Job Title: Head Cook
Department: Camps
Reports To: Director of Camp Services
FLSA Status: Exempt
Prepared By: ABO
Prepared Date: March 12, 2021

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SUMMARY:

Seasonal camp position responsible for the preparation, cooking and cleaning of all meals during summer & rental camp programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Exemplify the elements of SVdP: Spirituality, Friendship and Service in all phases of work
- Advance the mission, goals, and objectives in all applicable strategic plans
- Support / Live / Adhere to the **“Rule”** and teachings set forth by Frederic Ozanam
- Effectively communicate to SVdPD staff any new, changed, or eliminated, process, procedure, program, or resolution
- Ability to work well with others

Key Responsibility Areas:

1. Participate and direct kitchen staff in cooking, trimming, portioning, carving, baking and cleaning of the kitchen after each meal.
2. Estimate needs and orders for the Director of Camp Services
3. Facilitate receiving and storing deliveries and supplies.
4. Direct and assist kitchen staff in implementing menu.
5. Maintain inventory and food order sheets.
6. Direct and assist camp staff in preparation of camp-out meals and in preparation of packing meals for all camp related programs.
7. Understand and assist in implementing kitchen policy, American Camps Association standards, and the Michigan State Board of Health requirements.
8. Demonstrates respect for individuals, respect for property, responsibility and good judgment, decorum, politeness, and neatness of dress and modesty.
9. Work to uphold the philosophies of Camp Ozanam by demonstrating a strong faith commitment to the spiritual values of outdoor ministry.
10. Update and keep current the Summer Food Service Program daily paperwork during the summer season.
11. Adhere to and assist in enforcing all COVID-19 health and safety protocols recommended or required by Camp Ozanam, American Camping Association and the State of Michigan.

Other Duties may be assigned.

POSITIONS SUPERVISED: Assistant Cook and additional staff when appropriate

BUDGET IMPACT: \$15.00 per hour for Summer Camp (6 weeks)
\$11.00 - \$14.00 per hour during off-season rentals (based on experience)

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Experience as cook and/or assistant chef, preferably at a camp or for an institutional food program
- Ability to prepare foods for special groups (i.e., people with eating disorders, diabetes, etc.) as needed
- Knowledge of standards of food preparation, serving, and kitchen procedures
- Physical ability to lift and move food and supplies, dishes, pots and pans, and to store such items properly; physical ability to sweep and mop the dining hall and other food service areas, set and clear tables, and to empty garbage cans and empty mop buckets with assistance.
- Work with industrial stoves / ovens, meat slicer, and other electrical kitchen appliances
- Available to work weekend rentals and summer camp program

LANGUAGE SKILLS

Ability to communicate with those at all levels and cultures including campers, staff, and parents.

ORGANIZATIONAL SKILLS

Strong organizational skills, including time management. Must demonstrate productive teamwork with other employees and work independently

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, stand, talk, and hear. Lifting maximum of 50 utilizing fellow teammate to assist. This position will require working daily including the possibility of evenings and weekends. Valid driver license is mandatory.

WORK ENVIRONMENT

The work environment described here is representative of those an employee encounters when performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a natural camp environment; both outside and indoors.

JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I have received, reviewed, and fully understand the job description stated. I further understand that I am responsible for the satisfactory execution of all functions described therein, under any and all conditions described.

Employee Name _____ Date _____

Employee Signature _____