**CAMP STORY**

**HEAD COOK JOB DESCRIPTION**

**Camp Story Mission:**

To provide a place apart where all people can experience God’s love within a welcoming Christian community.

**Under the Supervision of:** Camp Story Director

**Type of Employment:** Full Time- Seasonal

**Purpose:**

• To plan, prepare and supervise food service

• To participate in Camp Story’s mission, vision and hospitality

• To develop healthy, nutritious, homemade meals using the Camp Story cookbook as a guide

• To be responsible for accurate record keeping and accountability

**Responsibilities:**

• Follow all regulations for food service operation and health requirements.

• Prepare, supervise and serve meals according to camp dining schedule. Communicate daily with Staff regarding camp schedules and guest dietary needs.

• Supervise food service operations for cookout and outpost dining.

• Plan menus in a cost efficient manner, while providing quality meals with variety following proper nutritional standards.

• Utilize leftovers while implementing proper food handling and storage procedures.

• Maintain the camp kitchen, food service area, dishwashing area and pantry in such a way as to ensure a safe, clean and well-groomed environment. (Campers and staff will be expected to assist with setting tables, washing dishes, wiping down tables, sweeping/mopping floors, etc.).

• Plan ahead to insure proper equipment and food supplies are in stock.

• Prepare food orders, place orders and/or shop for food, inventory food orders, store food and food service supplies.

• Practice adequate inventory control to reduce waste and spoilage.

• Keep food and kitchen supply purchases within budget. Follow the Presbytery guide lines outlined on Camp Procedures for Income and Expense record keeping, with direction from Camp Director.

• Work with maintenance staff to maintain all kitchen equipment.

• Provide the Camp Story Commission with an end of summer written evaluation and report before departure from camp.

• Supervise Assistant Cooks, Cooks Helpers and kitchen volunteers when extra help is needed.

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• Participate in staff meetings when appropriate.

**Qualifications:**

* Must be at least 21 years of age and provide 3 references

• Able to meet State Board of Health standards and requirements regarding food handling procedures.

• Able to support the Mission and Vision focus of Camp Story.

• Show previous food service experience, including menu preparation, ordering food supplies, cooking for large numbers, record keeping.

• Must demonstrate a positive attitude, while working with a variety of ages and personalities during potentially long and intense work days.

• Able to make independent and creative decisions that provide for quality food service.

• Able to communicate effectively, verbally, in writing, one-on-one or in a group setting

• Able to serve diverse cultures and socio-economic groups so that all are accepted and included.

• Must show personal neatness.

• Must be dependable, self monitoring and honest.

• Must be congenial and flexible.

• Must posses a valid driver’s license and clean driving record and submit to a background check.

* Will be required to take a first aid class and pass the ServSAFE test online the week prior to camp starting.

• Must reside at Camp Story from June 1- August 20.

Updated January 11, 2018