

Head Cook Job Description:

Job Summary

Responsible for providing meals and canteen food for campers and staff during summer camp program, preparing meals for special diets, ordering food and cleaning/organizing kitchen and appliances. In addition, the head cook is responsible for leading a team in the kitchen, including training, and daily devotions.

Responsibilities

1. Manage all aspects of food service for camp.
2. Supervise and coordinate the kitchen staff.
3. Plan meals for up to 120 people per meal in advance.
4. Work with administrative staff on camp menu planning.
5. Ensure cleanliness of food preparation and delivery areas.
7. Follow state health department regulations pertaining to safe food practice.
8. Assist administrative staff in food budget planning.
9. Places food orders in accordance with budget and in a timely manner.
10. Check in all food/supply orders.
11. Prepares all meals on time as scheduled or assigned by the director.
12. Knowledge of food allergies and food related diseases, and the ingredients that may cause the allergy/disease.
13. Be willing and prepared to meet special food requirements for both campers and staff; e.g. gluten free and vegetarian diets.
14. Have a record of the food inventory.
15. Keep kitchen clean and in accordance with department of health regulations at all times.
16. Sanitize kitchen surfaces regularly throughout the day.
17. Wash hands frequently while working in the kitchen and in accordance with department of health regulations.
18. Report any accidents or injuries to directors.
19. Assist in weekly deep cleaning of specific areas in the kitchen, e.g. floors, vent hoods, etc.
20. All other duties as assigned.

Qualifications

1. Maintains and fosters a personal relationship with Jesus Christ.
2. Experience cooking and serving over 100 meals per day is preferred.
3. Ability managing kitchen staff.
4. Ability to modify meals for special dietary needs.
5. Knowledge of generally accepted well balanced nutrition guidelines.
6. Experience with ordering and meal planning.
7. Excellent working skills including: communication skills, organizational skills and attention to details