

Title: HEAD COOK

January 2009

General Responsibilities: To plan, purchase and prepare nutritious and economical meals and snacks at camp. Organize a work schedule and supervise the assistant cook(s).

Job Responsibilities:

- Head Cook must be Ser^y Safe Certified and will provide training for camp staff in food safety standards.
- Plan meals and major food purchases for all youth and adults during the camping sessions.
- Comply with proper health and food safety regulations
- Supervise Assistant Cook(s). Responsible for **all** cook staff complying with health and safety regulations.
- Be responsible for preparing the food for three meals each day and snack when required.
- Oversee the operation of the kitchen and general clean up.
- Delegate KP supervision responsibility to one Kitchen Assistant.
- Arrange rotating work schedule and duty list for kitchen staff.
- Coordinate the meals and snacks with the rest of the camp activities.
- Leisure time during **the day is allowed when the work is done.**
- **Employee is required to live at camp.**
- **Will** be under the supervision of the camp General Manager.
- Attend weekly staff meetings.
- May delegate the food ordering responsibility to kitchen staff.
- **Will** have first chance to cater outside groups using the camp facility.
- Other duties as assigned.

Title: ASSISTANT COOK/CAMP ASSISTANT**1/09**

General Responsibilities: To assist Head Cook in food preparation and clean up. To provide general assistance to the Camp Manager, 4-H Camp Program Director and the County 4-H Camp Coordinators.

Job Responsibilities:

- Assist with general meal preparation under the supervision of the Head Cook.
- Prepare and serve food to all youth and adults during the camping periods.
- Help with kitchen duties and maintenance.
- Be responsible for dining hall and kitchen clean up as directed by the Head Cook. Assist with kitchen laundry as directed.
- Prep water tubs for KP duty following each meal.
- One kitchen assistant will be assigned KP supervision by the Head Cook.
 - Work with 4-H Program Director to develop KP schedule for 4-H Camp
 - Instruct and Assist Campers with KP duties.
 - Set up and insure that Dining Hall is maintained in a safe and sanitary condition.
- Comply with food safety and health regulations to maintain a safe kitchen environment.
- One kitchen assistant will be assigned responsibility for maintaining and running the camp store. Keep running inventory and order supplies as needed.
 - Maintain cash box for camp store under the direction of the Camp Manager.
 - Will be under the supervision of the Camp Manager.
- Assist camp manager with general ground maintenance of camp as needed or requested.
- Assist 4-H Camp Program Director with camp activities as needed.
- Leisure time during the day is allowed when the work is done.
- Employee is required to live at camp.
- Attend weekly staff meetings.
- Other duties as assigned.