



The MacKenzie Camp Society

Box 133, Armstrong, BC V0E 1B0 Email maccamp@shaw.ca
Phone: 250-838-6293 Website: www.mackenziecamp.ca

JOB DESCRIPTION (# 055 Dec 22 2010)

JOB TITLE: HEAD COOK

REPORTS TO: Camp Director, Executive Director, or Personnel Committee.

REQUIREMENTS:

1. Current Food Safe Certification.
2. Experience in a children's camp setting, cooking for 50 - 120 people.
3. Experience providing diets for those children with food allergies.
4. Secondary School or Community / Vocational College.
5. International cooking skills an asset.
6. WBC Level 1 First Aid an asset.
7. Ability to plan a two week menu with input from the program committee, and develop an appropriate shopping list.
8. Must consent to a Criminal Records Check.

JOB SUMMARY:

The Head Cook is responsible for and oversees all aspects of kitchen management, food preparation, food ordering, and possible menu planning at camp. This includes ensuring a nutritious, well-balanced menu, making efficient use of resources, staying within allocated budget, and providing excellent service to all campers, staff, volunteers and visitors at camp. He / she is responsible for supervision and training of Assistant Cooks. During the summer, the Head Cook's responsibilities include daily communication and feed back with the Camp Director, and conversations as needed with the Executive Director (re; purchase of supplies), to ensure the kitchen's smooth integration into the overall camp program. As in all communities, the kitchen can be the hub of the home. The hall is where the partaking of food, relaxing, respectful time can be shared. The environment, and energy in the kitchen can benefit the whole camp. As a Food safe Kitchen, everyone must be aware of rules and expectations. Leadership staff are not allowed in the kitchen.

JOB RESPONSIBILITIES:

1. Be familiar with all camp policies, procedures and the kitchen manual.
2. Be familiar with the General Camp Rules and the Camp Health Plan.
3. Plan menus and snacks to meet requirements for food allergies, food intolerances, dietary preference (vegetarian) while meeting nutritional standards and program needs for campers, staff and volunteers.
4. Be organized so that main work of tomorrow's menu is prepped today.
5. The Camp Director will notify Head Cook regarding special dietary needs including food allergies, food intolerances, and camper/staff birthdays. ***There will be no peanuts, peanut butter, foods that may contain peanuts, or peanut oil used in the menu during a camp session.***
6. Ensuring the menu planning, or follow the pre planned menu, ordering and possibly delivery, of necessary supplies to provide a healthy varied menu within the budget guidelines.
7. Develop and maintain an inventory procedure to allow monitoring of all food, and minimize waste.
8. Budget so only dry staples will be left at the end of the season.
9. Provide meals and snacks, including fruit, cookies, juice on schedule.



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10. Efficiently serve the meals so that food does not deteriorate, asking for the help of staff to accomplish this.
11. Train and supervision of kitchen staff, both salaried and volunteer, in Food Safe regulations and procedures. Delegate jobs so all are involved and learning. **Supervise proper scraping of dishes so that solids and grease do not go into septic system.** Teach dishwashers their job, and appoint someone who will do daily temperature checks of fridges and freezers, and record on chart.
12. Follow Food Safe standards for food prep, serving and storage of left overs. Orient kitchen staff to Food Safe procedures.
13. Maintain required Health Department Standards in the kitchen.
14. Safe and efficient operation of kitchen equipment. Teach the kitchen helpers safe use.
15. Ensure and monitor the separation of garbage for recycling and its daily removal from the kitchen to the appropriate bins.
16. Designate someone to do a daily laundry of dish towels, and aprons. Laundry is for kitchen laundry only, bathroom is for kitchen staff only. Staff are to take personal laundry home.
17. Advise the Camp Director or the Executive Director of equipment repair requirements.
18. Communicate daily with the Camp Director regarding the overall functioning of food services.
19. Follow the system, compliant with Health Department Standards, for staff and campers to efficiently do the dishes after each meal, air dry the dishes, and put them away. See the kitchen cleanliness page 13-01 in the Alice Manual. The Head Cook will have authority over this process and may want to limit the number of people at the sinks. The Camp Director will also need to approve this plan.
20. Kitchen staff must wash hands, wear a hair net, and follow the standards, supervised by the Head Cook.
21. Ensure the kitchen floor must be washed daily.
22. Will ensure the dining hall floor will be swept after every meal and washed daily.
23. Mops and brooms are to be rinsed and hung on the back porch to dry.
24. Kitchen mop and brooms do not leave the kitchen to be used elsewhere.
25. The mop sink at the back of the kitchen and the surrounding area must be kept clean.
26. Participate in evaluation process and make recommendations for future camps.
27. Ensure the proper use and maintenance of the camp Cook Book.
28. Model mature leadership to staff and campers.
29. Develop a relationship of respect with all staff, campers, volunteers and visitors.
30. Attend scheduled staff meetings on request.
31. Other duties as assigned.
32. Important to delegate kitchen prep work to kitchen staff and volunteers so that all are involved and supported.
33. Animals (except certified assistant dogs) are excluded from any area where food is prepared or served.
34. AT END OF SEASON: no food is left in the freezer, and discard all stale dated food. Please make sure the kitchen and equipment are left clean.

NOTE: MACKENZIE CAMP IS A DRUG FREE ENVIRONMENT. THE BOARD OF DIRECTORS EXPECTS THAT STAFF BE HEALTHY ROLE MODELS FOR CAMPER. NO ADDICTIVE SUBSTANCES, ILLEGAL DRUGS, ALCOHOL, TOBACCO OR MARIJUANA ARE ALLOWED.

SUPERVISION:

The Head Cook's direct on sight supervisor is the Camp Director. The Executive Director or the Personnel Committee can be called at any time.



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SAFETY:

The Head Cook must ensure that there is a First Aid Kit in the kitchen. If there is an injury the First Aid Attendant needs to be called. Any injury to paid staff must be reported immediately to the Executive Director (WBC).

Kitchen cleanliness, supervision of the use of equipment, proper food temperatures for cooking and storage, following Food Safe Guidelines, and Health Department Standards, and proper dish washing will ensure a safe kitchen.