



The MacKenzie Camp Society

Box 133, Armstrong, BC V0E 1B0

Camp: 250-838-6293

website: www.mackenziecamp.ca

Email: maccamp@shaw.ca

HEAD COOK

REPORTS TO: Camp Director/Board Designate/Chair of Personnel Committee

REQUIREMENTS:

- current Food Safe Certification
- experience cooking for 50 - 80 people
- experience providing diets for children with food allergies and special diets
- Secondary School or Community / Vocational College.
- Level 1 First Aid an asset.
- ability to plan a two week menu with input from the board and develop a grocery order
- must consent to a Criminal Record 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 developing a nutritious, well-balanced menu, making efficient use of resources, staying within the 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 feedback with the Camp Director and conversations as needed with the Board Liaison (re: purchase of supplies) to ensure the kitchen's smooth integration into the overall camp program.

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, intolerances, dietary preferences while meeting nutritional standards
4. 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,
5. Complete menu planning or follow the pre-planned menu, ordering and delivery of necessary supplies to provide a healthy varied menu within the budget guidelines.
6. develop and maintain an inventory procedure to allow monitoring of all food and minimize waste.
7. Budget so only dry staples will be left at the end of the season.
8. provide, meals and snacks-on schedule.
9. efficiently serve the meals following Food Safe guidelines
10. training and supervision of kitchen staff, both salaried and volunteer, in Food Safe regulations and procedures.
11. follow Food Safe standards for food prep, serving and storage of leftovers. Orient kitchen staff to Food Safe procedures.
12. maintain required Health Department Standards in the kitchen.

"Behold the Power of Camp!"

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13. Ensure safe and efficient operation of kitchen equipment.
 14. ensure and monitor the separation of garbage for recycling and its daily removal from the kitchen to the appropriate bins.
 15. Ensure there is a daily laundry of dish towels, and aprons
 16. advise the Camp Director of equipment repair requirements.
 17. ensure the kitchen floor is washed daily.
 18. will ensure the dining hall floor will be swept after every meal and washed daily.
 19. participate in the evaluation process and make recommendations for future camps.
 20. develop a relationship of respect with all staff, campers, volunteers, and visitors.
 21. attend scheduled staff meetings on request.
 22. Animals (except certified assistant dogs) are excluded from any area where food is prepared or served.
 23. 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.
 24. Ensure that the kitchen is strictly controlled for access by non-kitchen staff and campers.

SUPERVISION:

The Head Cook's direct on-site supervisor is the Camp Director. The Board Liaison or the Personnel Committee can be called at any time.

SAFETY:

If there is an injury the First Aid Attendant must be called

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

Reviewed: Dec, 2010
Revised: Nov, 2020