

HEAD KITCHEN STAFF

Job Description

Reports to: Camp Manager

Supervises: All volunteer kitchen staff and the supervision of cooking and cleaning the kitchen and dishes on a daily basis.

Main Responsibilities: To oversee all responsibilities associated with the kitchen, including preparation and clean-up of meals. Needs to keep aware of the daily menus and ensure that all food is ordered. Ensures that the kitchen exceeds health standards and sanitary conditions are maintained in all preparation, serving and clean up areas.

Specific Responsibilities:

- Food Inventory
 - Purchase groceries and food supplies as directed by the Kitchen Committee
 - Orders bread 2-3x per week in accordance with the requirements of local grocery store
 - Ensure all food is on hand for daily menus i.e. meat, cheese, eggs, milk, potatoes etc.
 - Record usage of meats and cheese to determine if enough is on hand or more needs to be ordered
- Set up kitchen at beginning of camp
 - Prepare the kitchen by doing any cleaning required after the shutdown period
 - Put dishes and utensils out on shelves
- Food Preparation & Serving
 - Prepares and/or supervises preparation of food and serving of food
 - Be aware of food allergies and birthdays of campers and staff
 - Supervise tuck and evening snacks
 - Prepare drinks and snacks for each session closing programs
- Cleanliness and Maintenance of Food Areas
 - Make sure all food is put away after each meal
 - Daily cleaning of all kitchen areas, including sweeping, sanitizing, dusting, etc, as necessary to exceed health standards
 - Weekly deep-cleaning of all kitchen areas including fridges, stoves, shelves, etc.
 - Fridges may need to be defrosted mid-way through the summer depending on ice buildup
 - Sort garbage according to disposal requirements
 - Communicate any problems with fridges, stoves, water system, etc, to camp manager in a timely fashion
- Close down the kitchen at the end of camp
 - make inventory of all products on hand including left over unopened food products, gloves and paper products
 - other tasks that may vary (camp manager will advise)

Any other tasks as assigned by Camp Manager, providing they do not conflict with primary responsibilities.