



# Camp Menesetung

## Job Description: Camp Cook

**Full-Time:** Weekly Residential Position, Sunday Supper – Friday Supper. Salary range dependent upon experience and certifications. Room & Board provided.

**Required Certification:** Safe Food Handling

## Job Purpose and Reporting Structure

The Camp Cook is responsible for all food at Camp Menesetung during the Summer Camp Programs and as needed for Rental Group Retreats and Fundraisers in the Spring. Including: menu planning, food ordering, preparing, cooking, and serving all meals and snacks with the help of an assistant. This position reports to the Executive Director.

## Essential Duties and Responsibilities

### To Campers, Rental Groups, Guests, and Fellow Staff

- Responsible for the development of a bi-weekly menu plan following Canada's Food Guide as a basis for daily intake. Weekly menus will be modified to accommodate campers with food allergies or dietary disease concerns. Alternates or substitutions will be prepared and served to these campers. Weekly menus will be modified when seasonal items can be included.
- Ensures food quantities prepared reflect the age of the campers, the number of campers, staff and visitors on site and allow second servings for anyone wishing more.
- Places weekly order with grocer suppliers according to menu needs and in-house inventory
- Maintains a shopping list and buys supplies in town as needed.
- Is responsible for the preparation cooking and service of all meals and snacks, based on a pre-arranged menu plan approved by the executive director. This includes all residential and day campers, counsellors and senior staff, guests on site, board members, and fundraiser events. Special accommodations will be used in the preparation of food for campers and staff with any food allergies or dietary disease concerns.
- Ensures meals are served on time and are served at the appropriate temperatures. Ensures all foods are healthy, nourishing, tasty, full of aroma and flavour and are eye appealing.
- Follows relevant instructions while using the dishwasher – kitchen staff attempt to wash and put away as many prep dishes as time allows.
- Trains, instructs, and provide knowledge to all kitchen assistants.
- Is responsible for ordering and maintaining an inventory of needed Camp paper products and soaps etc.
- Attends staff meetings as needed for input from counsellors.

### **To the OCA, UCC, Huron Health Unit, and Safety in the Kitchen**

- Is responsible to prepare, cook and serve all meals and snacks, while following safe food handling practices as laid out by the county health unit guide lines, and OCA food preparation standards.
- Follows proper hand washing techniques (after using the washroom, touching apron, changing tasks etc.). This includes the proper use of disposable gloves, proper use of hand sanitizer.
- Wears proper attire while on duty ie. closed toe and heel shoes, clean apron as needed, hair net to be worn at all times during kitchen shift (all hair to be contained/covered by hair net) New hairs nets are available in the kitchen.
- Puts all deliveries away and ensures that all food is stored properly in freezers, cold room and/or dry stores area according to safe food handling practices.
- Ensures all freezers and the cold room are kept clean and organized and follow all safe food handling procedures for these conditions ie: FIFO rule, all storage 6" off the floor etc.
- Checks and records the cold room and freezers temperatures twice daily on form provided. Retain these records in kitchen office for any future reference. Report any concerns to camp director(s).
- Ensures all kitchen assistants and servers follow safe food handling practices, proper hand washing techniques and wear proper attire while assisting in the kitchen.

### **To Camp Menesetung**

- Communicates with the Summer Camp Director/Executive Director daily and when necessary.
- Seek to limit the cost of food, supplies, and equipment to within the yearly 'Food Budget' set by the Executive Director.
- Ensures that a copy of all documents (inventory, order and invoice slips) are kept for the director/treasurer.
- Checks all delivery orders for accuracy.
- Does comparison pricing for food and paper products to insure best buying practices.
- Reports any losses and damages of kitchen equipment to the summer camp director/executive director.
- Ensures that food inventory is minimal at the end of the season. Compile lists of all inventory at end of season and post in dry storage area and on freezer lid to assist the board and the following year's cook.
- Ensures that all recycling, and garbage disposal is handled according to camp policy.
- Performs all other duties designated by the executive director.
- Conduct yourself as a professional representative of Menesetung to all campers, parents, teachers, etc. always, including when not actively working, and on social media platforms.