



CAMP MENESETUNG

Overnight Camp | Day Camp | Outdoor Ed. | Retreats

Job Description: Camp Cook

Full-Time: Sunday supper - Friday supper position for July & August, shorter term contracts are available with prior discussion. A member of the Frontline Staff. **Salary:** Compensated according to salary grid with a range of \$630-\$800/week with room & board included.

Required Certification: Safe Food Handling

Job Purpose and Reporting Structure

The Camp Cook (Head 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 Summer Director and Executive Director.

Essential Duties and Responsibilities

To Campers, Rental Groups, Guests, and Fellow Staff

- Responsible for the development of a minimum 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 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.
- Place a twice weekly order with grocery suppliers according to menu needs and in-house inventory
- Maintain a shopping list and buy supplies in town as needed.
- 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 overnight 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 concerns.
- Ensure meals are served on time and are served at the appropriate temperatures.
- Ensure all foods are healthy, nourishing, tasty, full of aroma and flavour and are eye appealing.
- Follow relevant instructions while using the dishwasher - kitchen staff attempt to wash and put away as many prep dishes as time allows.
- Train, instruct, and provide knowledge to all kitchen assistants.
- Attend staff meetings as needed for input from counsellors



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- Seek input from Healthcare Provider and Frontline Staff Coordinator on menus throughout the summer and make adjustments as necessary based on observations on camper preference and general wellbeing

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

- Responsible for preparing, cooking and serving all meals and snacks, while following safe food handling practices as laid out by the county health unit guidelines, and OCA food preparation standards.
- Follow 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.
- Wear 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 freezer temperatures twice daily on form provided. Retain these records in the kitchen office for any future reference. Report any concerns to the Camp Directors.
- 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 all Fellow Staff

- Communicate! Communicate delays in the kitchen, where you'll be, if you're having a rough time and need support, if you are having a great time and can be a support etc and check-in daily with Summer Director and/or Executive Director.
- Follow camp-wide rules and enforce these rules when necessary with campers and staff.
- Be punctual when arriving and departing from all camp and kitchen activities.
- Take care of yourself and seek support! We need you at your best, it is your responsibility to take care of yourself and seek out support from the team.
- Respect your fellow staff, ensure that any issues, violence, or harassment amongst staff are deescalated (within your capacity) and reported immediately to the Camp Director.
- Work together to create the best possible experience for our campers.



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To Camp Menesetung

- Uphold the Camp mission at all times but especially when making decisions: "To lead the way in creating inclusive, healthy, and sustainable community through the Spirit of outdoor adventure."
- Understand and follow all camp policies, protocols, and procedures outlined in the Staff Manual.
- 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 kitchen products to ensure best buying practices.
- Reports any losses and damages of kitchen equipment to the 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.
- Promptly communicate all health & safety concerns, accidents, injuries, and illnesses to the Health Care Provider.
- Escalate concerns regarding program effectiveness, camper issues, staff members, bullying, violence or harassment between campers, or any relevant concerns to the Leadership Team.
- Seek to always be growing and learning, by asking good questions, making use of resources provided to you, and actively participating in weekly check-ins & debriefs, mid-summer evaluations and end-of-summer evaluations
- Show enthusiasm and excitement for camp with all those visiting the site especially caregivers who are dropping off or picking-up their campers for a week of camp
- Ensure prompt arrival at scheduled times. Giving as much notice as possible to the Camp Director if scheduled attendance is impossible for legitimate reasons.
- Communicate all unavailability in writing a minimum of 2 weeks before campers arrive.
- Conduct yourself as a professional representative of Menesetung to all campers, caregivers, teachers, etc. always, including when not actively working, and on social media platforms.
- At the end of the week ensures that all Kitchen equipment is properly cleaned and closed.
- Performs all other duties designated by the Camp Director or Executive Director.

