

**CAMP STELLA MARIS**  
**JOB DESCRIPTION (Updated 10/2023)**

**POSITION: HEAD COOK – Seasonal Non-Exempt**

Salary Range: \$20-\$23/hour

Reports directly to Summer Camp Director.

**RESPONSIBILITIES:**

Prior to the start of camp:

1. Work with Dining Hall Manager to set-up Peggy's Café for summer season. (Including placing and receiving initial food order prior to staff training week).
2. Work with Dining Hall Manager to lead kitchen staff orientation/training day.
3. Prepare a 2-week rotational menu for campers to be approved by the Summer Camp Director.
4. Prepare a diverse menu for staff, offering healthier alternatives to camper meals, to be approved by the Summer Camp Director.
5. Establish relationships and work closely with Food Service Sales Representatives to allow efficient ordering of food and maintenance of inventories during the season.

While camp is in session:

1. Weekly Schedule:
  - a. Sunday- At a minimum, present for camper drop-off (2:00-4:00) and dinner meal service. (Can delegate to an assistant chef if and when you are confident in their abilities to appropriately interact with parents of campers with dietary concerns and manage the dinner meal service.)
2. Ensure proper chef/cook coverage of following weekly meals:
  - a. Monday to Thursday- Breakfast, Lunch and Dinner
  - b. Friday (long week)- Breakfast, Lunch and Dinner
  - c. Friday (short week)- Breakfast and Lunch only
  - d. Saturday- No meals
3. Supervise, support, coach, direct and coordinate assistant cook(s).
4. Prepare, cook, and serve food according to menus.
5. Purchase necessary equipment and supplies to operate kitchen and dining hall efficiently and effectively. (Stay within the budget as outlined by the Summer Camp Director).
6. Estimate food consumption and/or needs on a weekly or daily basis and place appropriate orders.
7. Receive all vendor deliveries pertaining to the kitchen area.
8. Responsible for safe and proper storage of all food (in accordance with NYSDOH).
9. Oversee implementation and maintenance of sanitation rules and regulations to ensure compliance with health and sanitation codes and guidelines.
10. Reduce food waste by following "First In/First Out" policy of all food products and controlling food production or creating specials with left over items.
11. Cooperate with Health Director regarding the preparation of food for campers/staff with special diets. (Review all menus to ensure that any dietetic needs of campers and staff are met).
12. Work with Marketing Director to order snacks, ice cream and other food related products for store inventory.
13. Work with Head Counselor to prepare staff festivities (evening snack) once a week.
14. Friday evening of long weeks prepare a cart with Saturday morning grab and go breakfast.
15. Maintain accurate records of all kitchen inventories and cost analysis procedures.

16. Responsible for closing Peggy's Café, including all inventory, in accordance with end of season instructions provided by the Summer Camp Director.

**OTHER:**

- If live-in staff, maintain clean safe living quarters.
- Availability required from mid-June to mid-August.
- Enforce all safety regulations and procedures in accordance with NYSDOH regulations.
- Abide by and enforce all Camp Stella Maris policies and regulations.
- Must adhere to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing, and documentation standards.
- All duties must be performed in accordance with CCDC's corporate compliance and ethics program.

**QUALIFICATIONS:**

1. Minimum of 21 years of age.
2. Experience in quantity cooking and food management.
3. Sanitation certificate as required by local or state law.
4. Possess excellent management and leadership skills.
5. Ability to relate well with children and staff.
6. Possess a valid driver's license.