

CAMP STELLA MARIS
JOB DESCRIPTION (Updated 10/2023)

POSITION: LIVE-IN KITCHEN STAFF – Seasonal Exempt

Salary Range: As directed by IENA.

Reports directly to Cook, Assistant Cook(s), Dining Hall Manager, Head Counselor

RESPONSIBILITIES:

Prior to the start of camp:

1. Maintain open communication with Cook, Assistant Cook(s), Dining Hall Manager, Head Counselor, and other pertinent Core Staff members.
2. Complete all necessary paperwork and submit by assigned deadlines.
3. Attend and actively participate in New Staff Orientation/Open House weekend and Pre-camp Orientation/Training week.
4. Acquire area appropriate certifications.

While camp is in session:

1. Kitchen and programming responsibilities will rotate on a two-week cycle.
 - a. Week 1- Breakfast and lunch kitchen shifts followed by afternoon and evening programming responsibilities (i.e., open waterfront, mass, open ballfield, evening program)
 - b. Week 2- Morning programming in assigned area and afternoon programming, as directed, followed by dinner shift and evening programming.
2. Provide strong leadership and guidance to campers within assigned program areas and dining hall operations.
3. Coordinate with Program Director and Area Directors regarding assignments during group activities.
4. Keep open communication with supervisors (Head Cook, Area Director, Program Director etc.).
5. Per NYSDOH Children's Camp Safety Plan:
 - a. Supervise campers such that they are protected from any unreasonable risk to their health or safety, including physical or sexual abuse or any public health hazard.
 - b. Always maintain visual or verbal communications capabilities between camper and counselor during activities and a method of accounting for the campers' whereabouts.
6. Supervise and assist in camp housekeeping duties.
7. Kitchen Specific Duties:
 - a. Assist in overall maintenance and upkeep of kitchen/dining areas.
 - b. Knowledge of all workstation areas and duties for each.
 - c. Assist in cleaning and sanitation of kitchen/dining areas and equipment.
 - d. Assist in preparation of meals, plating meals, slicing vegetables, and meats etc., getting supplies from storage, mixing quantities, etc.
 - e. Adhere to guidelines for safe and proper storage of all food (in accordance with NYSDOH).
 - f. Adhere to all safety regulations and procedures in accordance with New York State Department of Health regulations.
8. Maintain clean safe living quarters.
9. Other duties as directed.

OTHER:

- 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 16 years of age.
2. Possess high moral character.
3. Emotionally mature and stable.
4. Belief and commitment to camp's policies and philosophy.
5. Youth group work/experience highly desirable.