

**CAMP STELLA MARIS**  
**JOB DESCRIPTION (Updated 10/2024)**

**POSITION: COOK – Seasonal Non-Exempt (Part-Time/Full-Time)**

Salary: Starting at \$19-\$21/hour

Reports directly to Food Service Director

**JOB OVERVIEW:**

Prepare, cook and serve food (for approximately 400-450 people/meal) according to menus planned by the Food Service Director, ensuring that the dietary needs of campers and staff are met. Direct supervision, support, coaching and training of kitchen staff. Responsible for safe and proper storage of all food including daily rotation, organizing and storing of food deliveries, following sanitation codes and enforcing safety regulations in accordance with NYSDOH requirements. Maintain a positive attitude and friendly demeanor towards all staff and campers.

**RESPONSIBILITIES:**

Prior to the start of camp:

1. Assist Food Service Director & Dining Hall Manager with main set-up of Peggy's Café for summer season.
2. Assist Food Service Director in facilitating kitchen staff training weekend.

While camp is in session:

1. Provide supervision, support, coaching, directing, and coordinating of kitchen staff.
2. Prepare, cook, and serve food according to menus for approximately 450 people/meal.
3. Ensure the dietary needs of campers and staff are met with each meal.
4. Responsible for safe and proper storage of all food (in accordance with NYSDOH).
5. Oversee implementation and maintenance of sanitation rules and regulations to ensure compliance with health and sanitation codes and guidelines.
6. Utilize rotation basis of "First In/First Out" policy of all food products.
7. Work with Head Counselor to prepare staff festivities, snack, once a week.
8. Friday evening of long weeks prepare a cart with Saturday morning grab and go breakfast.
9. Prepare a cart of leftovers and prepared food for the weekend for staff who live on camp.
10. Assist Food Service Director in closing Peggy's Café, including all inventory, in accordance with end of season instructions provided.

**OTHER:**

- Availability required from mid-June to end-August.
- Enforce all safety regulations and procedures in accordance with NYSDOH regulations.
- Abide by and enforce all Camp Stella Maris policies and regulations.
- Knowledge of and compliance with American Camping Association Standards and New York State/Livingston County Health Code (Standards and Codes will be provided in a binder and taught).

- 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 CCDR's corporate compliance and ethics program.

**QUALIFICATIONS:**

1. Preferred 21 years of age or older (minimum age of 18).
2. Experience in quantity cooking and food management.
3. FoodSafePal or State Food Safety certificate preferred.
4. Possess excellent management and leadership skills.
5. Ability to relate well with children and staff.
6. Possess a valid driver's license.