

**CAMP STELLA MARIS**  
**JOB DESCRIPTION (Updated 10/2025)**

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

Salary: \$17-\$19/hour

Reports directly to Food Service Director(s) & Cook

**JOB OVERVIEW:**

Prepare and serve food according to menus planned by the Food Service Director and ensure that the dietary needs of campers and staff are met. Assist in the supervision, support, coaching and training of kitchen staff. Responsible for safe and proper storage of all food including daily rotation, organize and storing of food deliveries, follow sanitation codes and enforce safety regulations.

**RESPONSIBILITIES:**

Prior to the start of camp:

1. Assist with main set-up of Peggy's Café for summer season.
2. Assist in facilitating kitchen staff training weekend.

While camp is in session:

1. Assist Food Service Director & Cook in the supervision, support, coaching, directing, and coordinating of kitchen staff.
2. Prepare, cook, and serve food according to menus.
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 and/or Cook in closing Peggy's Café, including inventory and cleaning, in accordance with end of season instructions provided.

**OTHER:**

- Availability required from mid-June to end-August.
- 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 CCDD's corporate compliance and ethics program.

**QUALIFICATIONS:**

1. 18 years of age or older.
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.

Camp Stella Maris is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All employment decisions are based on qualifications, merit, and business needs. The purpose of this job description is to describe the essential job functions and the level of work performed by individuals assigned to this position. This description is not an exhaustive list of all job duties performed by this position. Management reserves the right to modify, add to, or remove duties from jobs and to assign other duties as necessary.