

# ***JOB DESCRIPTION***

**Position:** Head Cook

**Qualifications**

- \*Spiritually mature, capable person
- \*Skill in the culinary arts
- \*Ability to accept guidance and supervision from and work with others
- \*Desire to live and work in a camp community
- \*Self motivated and organized

**Responsible to**

Camp Director

**Goals**

- \*To use your skills to provide healthy, good food which will nourish campers and counselors for demanding schedules
- \*To minister to others through working with them and building relationships with them.

**General Responsibility**

To prepare meals for all camp personnel and campers

**Specific Responsibilities**

1. Prepare meals for campers starting with lunch on Monday through breakfast on Saturday. There will be one night a week where the assistant cook will prepare food for cook out and the head cook can take the evening off.
2. Go over and be ready with menus for each week of camp. Menus will be standardized to some degree for the ease and cost of ordering.
3. Inventory, order and shop for all food. The cook may order from Sysco, FSA and Glacier Wholesale. Costco is available in Kalispell along with grocery stores. Try not to shop at IGA in Bigfork as it is more expensive. Ordering and shopping may be done in conjunction with a helper. There also may be a person designated for order in which case the cook must work closely with that person.
4. Food should be ready 15 minutes before meal times in order to allow the Work Crew to eat before serving. It is important that meals are on time in order to keep the program moving.
5. The cook is responsible to see that the kitchen is kept clean and orderly. The cook may assign jobs to the kitchen assistant and the Work Crew but is ultimately responsible to see that it is up to health service standards. It is possible that the camp kitchen will be inspected during the summer months. The cook should do their best to be familiar with Health Codes.
6. All meals should be well balanced. There should be plenty of food served at each meal. Although we want to be good stewards, we would rather have too much than not enough. Leftovers are also used by the

staff as weekend food. Some leftovers should be sent to the staff room during the week.

7. Milk should be served once a day. Kool-Aid should only be served once a day, preferably at the noon meal. Water should be made available at all meals.

8. The head cook is responsible to see that the leftovers are labeled and moved out to the refrigerator in the dining hall for the weekend. A list should be posted on the door of what is available. If it seems like there will not be enough leftovers to feed the number of staff on the weekend there should be other options such as sandwich makings and/or microwavable items. There should always be milk left in the dining hall fridge on the weekends.

9. If there is a problem with the equipment in the kitchen, please report it as soon as possible to Brent Williams or Jamy Landis.

### **Serving Food**

All food is served cafeteria style with two lines. One line will go in front of the steam table and going down the other line will go in front of the window. The servers are made up of 3-5 Work Crew, the kitchen assistant and the Work Crew Supervisor. These people will actually serve the food to each camper. The only exception to this will be High School week when the campers will serve themselves going down both sides of the steam table (no window line).

The head cook is responsible for overseeing serving sizes. Before each meal inform the servers of the portion sizes so there is enough for everyone to get through the line. Seconds should only be served after everyone has been served once.