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Job Description

Job Title: Head Cook

Reports to: *Site Director*

Position Purpose:

To plan, order, prepare and serve (on-time) nutritious meals and in maintaining the cleanliness and sanitation of the Lake Okoboji kitchen and dishwashing area.

Essential Job Functions:

1. Menu plan and order/pick up food & supplies for meals
 - ◆ Emphasis on providing healthy, nutritious, and age appropriate meals
 - ◆ Order and pick up food & supplies to stay within or below budget
 - ◆ Maintain inventory of food and supplies on hand.
2. Lead and assist in the daily operations of the camp food service.
 - ◆ Preparation of food as the menu indicates including washing and peeling.
 - ◆ Set up food, supplies, and utensils for dining hall distribution.
 - ◆ Store food and leftovers at proper temperature.
 - ◆ Answer requests for additional food items with a positive attitude.
 - ◆ Assist in menu planning and ordering/shopping.
3. Assist in routine sanitation of the kitchen and related equipment.
 - ◆ Clean and maintain all food-preparation and storage areas.
 - ◆ Wash all dishes, serving and preparation equipment, and utensils according to regulated washing methods and temperatures.
 - ◆ Reduce waste, reuse items, and recycle as indicated through the camp's procedures.

General Responsibilities:

- ◆ Consistently follow safe food handling practices and procedures.
- ◆ At assigned meals, supervise and assist in clean-up as stated in kitchen procedures chart.
- ◆ Be on time to all assigned meetings and activities.
- ◆ Set a Christian example for all those around you.
- ◆ Follow all staff policies.
- ◆ Encourage respect for personal property, camp equipment and facilities.
- ◆ Help in any area of kitchen, dining room or camp as requested by the Camp Directors.

Relationships:

The Camp Cook works daily with Head Cook and Camp Directors. This position will work alongside other Okoboji Staff including cabin leaders, weekly support staff and kitchen volunteers.

Equipment Used:

Commercial ovens, grills, stoves, dishwashers, hand held appliances, kitchen utensils and microwaves.

(over)

Qualifications: *(Minimum Education and Experience)*

- ♦ Desire to work in the food service area.
- ♦ Knowledge of food preparation & serving, storage of food & dishwashing procedures is preferred.
- ♦ Christian Faith
- ♦ Ability to accept supervision and guidance
- ♦ Ability to work well with others
- ♦ Possess good character, integrity, adaptability, enthusiasm, sense of humor, patience and self-control
- ♦ Ability to understand and follow food safety regulations
- ♦ At least 18 years of age
- ♦ Ability to become ServeSafe Certified

Physical Aspects of the Job:

- ♦ Ability to lift and carry 30 pounds including unloading food, carry trays of dishes, lifting supplies and equipment as needed.
- ♦ Visual ability to identify and respond to environmental hazards.
- ♦ Physical ability to operate kitchen equipment according to safe recommended methods.
- ♦ Physical mobility and endurance to perform tasks while standing for long periods of time (60 minutes or more).
- ♦ Determine cleanliness of dishes, food surfaces, and kitchen area.

To Apply:

Please contact Derek Bergman, Site Director with interest in applying. Resumes and other items may be sent to

Derek@okobojicamp.com.

Fill out our online application: <http://okobojicamp.com/staff-application/>