



Job Description: CAMP COOK

Responsible to

Executive Director

Job Purpose

The position of Camp Cook will be responsible for the management, oversight, and production of all areas of the kitchen and kitchen staff/volunteers.

Duties and Responsibilities

The Camp Cook has five major areas of responsibility:

Food Preparation

- Cook in the most healthy and cost effective way possible
- Review menu submitted by the Executive Director and make changes as approved
- Review camp recipes and make changes when appropriate
- Accurately calculate portions so that there is the correct amount of food for each meal
- Be present and oversee all baking and cooking
- Focus primarily on the main dishes and meals for the camp prior to cooking for those with allergies
- Be attentive to food to ensure that it is cooked to the proper temperature and texture; food should not be served overcooked or undercooked.
- Job is done when food is ready to be served, although training must be provided on how to properly plate food including portion sizes

Supervision of Kitchen Staff

- Manage start and end times for all kitchen paid staff and volunteers, making sure volunteers arrive promptly, ready for their job
- Manage breaks for all kitchen staff. This will be different from day to day depending on the demands of the kitchen
- Ensure that all staff, volunteers, campers, and visitors follow food safety standards to the highest degree at all times when in the kitchen
- Oversee the serving of food, making sure proper portion sizes are being plated
- Delegate responsibilities and ensure that each area of the kitchen is being taken care of in a timely manner; examples include, tables are properly set prior to each meal, soapy buckets for dirty plates and silverware are set out before meal is served, dishes are properly cleaned and stored, appliances are thoroughly cleaned after each use, and dirty dishtowels are washed, dried, folded and put away
- Ensure work is done in an efficient way while still fostering a fun work environment for kitchen staff
- Train, encourage, and equip all kitchen staff and volunteers to be successful with each task of the kitchen
- Take time to mentor all staff and volunteers in food, life, and spirituality; pray with and for the team as time allows

Food Storage and Inventory

- Receive food deliveries if the order arrives while on duty. Double check the delivery invoice for accuracy; store all delivered food in the appropriate place in the kitchen, pantry, walk-in refrigerator, or walk-in freezer, ensuring proper product rotation (i.e. new stock stored in back, old stock stored in front)
- After each meal, oversee proper leftover food storage or train and delegate to another kitchen staff/volunteer; all leftover containers should be accurately labeled; all leftover food is the property of the camp and is to be used by camp (either for another meal or for weekend staff meals) prior to the Executive Directors approving food be sent elsewhere
- Maintain accurate inventory of all food, baking supplies, and kitchen cleaning materials, communicating any needs to the Executive Director for ordering when supplies are low

Maintaining a Clean Kitchen

- Maintain a clean and organized workspace at all times
- Ensure dishes and cookware are cleaned well and stored in their proper place
- Clean all baking appliances; Examples of appliances that should be cleaned after every use include griddle, stand mixer, and can opener; examples of appliances that should be cleaned regularly as needed include oven, cooktops, microwave(s), and toaster; ensure that any staff/volunteers who are cleaning with harsh chemicals (especially on the griddle) are properly trained prior to working on their own
- Ensure dirty dishtowels are washed, dried, folded, and properly stored
- Work with Property Manager on occasion to maintain a safe and fully functional kitchen
- Communicate with Property Manger concerning the duties and performance of the maintenance staff in the kitchen. Examples include: emptying trash cans, cleaning compost bins, sweeping and mopping floors, and power washing floor mats

Communication, Reporting

- Maintain an open and positive line of communication with the Executive Director concerning all aspects of kitchen flow
- Keep accurate records for future reference of meals served, including amount cooked, campers served, and leftovers

Qualifications

The Head Cook will meet the following criteria:

- *Christian Testimony*: have a clear testimony of faith in Jesus Christ and display appropriate evidence of continued and passionate spiritual growth; be willing to submit to and teach when necessary the items included in the Statement of Faith and the Statement of Values of Malagash Bible Camp
- *Moral Purity*: have a verifiable history of commitment to living a holy life, practicing Christian discipline, and where continued struggles may be evident, be willing to be subject to accountability from godly leadership; be willing to abide by the Code of Conduct of Malagash Bible Camp
- *Passion for Camping Ministry*: recognize the importance and value of Christian camping, especially as it relates to serving others through food preparation
- *Work Ethic*: be a hard-working, initiator and self-motivator with a commitment to doing a task well and in good time
- *Outlook*: be a visionary and a pioneer, always looking for new ways of expanding the effectiveness of Malagash Bible Camp's ministry
- *Team Player*: be teachable, willing to be held accountable, and ready to work with others

- *Minimum Professional Experience and Knowledge:*
 - At least 20 years of age
 - High school diploma or equivalent
 - Must be up to date with current Food Safety/Handlers course
 - Excellent cooking/baking skills
 - Completed and clear Criminal History and Vulnerable Sector background check
 - Possess superior organizational and planning skills
 - Flexible and creative
 - Experience working in an industrial kitchen with a working knowledge of all major appliances.
 - Experience supervising others, the desire to mentor young people, and the ability to get along well with children, youth, and adults
- *Preferred Professional Experience and Knowledge:*
 - Some university, college, or technical school training in related field
 - Other current certifications seen as advantageous include: WHIMIS and First Aid training

Working Conditions

Term of Employment

The job of Camp Cook at Malagash Bible Camp is a full time, salaried position, hired on a seasonal basis (9 weeks), commencing June 18th, 2016, and ending on August 19th, 2016.

Shift One

Sunday, 1:30 - 5:30pm
Monday - Thursday, 7:00am - 3:00pm
Friday, 7:00am - 12:00pm
Total 41 hours

Shift Two

Sunday, 5:00 - 9:00pm
Monday -Thursday, 1:00pm - 9:00pm
Friday, 12:00pm - 5:00pm
Total 41 hours

Remuneration

Malagash Bible Camp is a non-profit organization which obtains its revenue from donations, camper fees, and periodic government employment grants; as such, we are not in a position to offer lucrative salaries. Furthermore, it should be understood that the position of Camp Cook is as much a ministry as it is a job, and it may at times require an investment of time above and beyond the agreed hours of availability. Nevertheless, we attempt to offer our employees remuneration in keeping with guidelines for parallel industry standards.

A salary, paid bi-weekly, as agreed on by the Executive Director(s) and Camp Treasurer will be negotiated, depending on expertise and experience. Housing is provided for the term of employment. For taxation purposes this is considered as a "taxable benefit". Meals are provided during the regular operating hours of camp.

Negotiated salary: _____

Agreement

By signing below, I confirm that I understand the job purpose of Property Manager at Malagash Bible Camp, have met the minimum qualifications of the position, submit the stated duties and responsibilities, and agreed to the terms of the working conditions.

Signature of Applicant

Date

Signature of Executive Director

Date

Approved by	Jordan Allen, Board of Directors Vice President/Acting Director
Date Approved	January 5, 2016
Job Description Reviewed	January 5, 2016