

### Overall Purpose

The Head Cook must maintain the condition of the facilities in compliance with Health Inspectors and OCA and provide healthy, well-balanced, and tasty meals to guests, campers, and staff.

### Responsibilities

- Plan menus/meals: Take note of the type of group meals is prepared for (e.g. gender, age, youth, family, seniors, etc.)
- Order Food (Sysco)
  - Based on menu/meals and number of guests, campers, and staff
  - Keep inventory of foods to prevent unnecessary ordering
  - Be flexible to change based on availability and cost of products
- Receiving food order
  - Match delivery to invoice
  - Note unacceptable products and return when necessary (driver signature necessary)
  - Note products not received but present on invoice (driver signature necessary)
  - Properly store food in food grade containers, moving old product to the front and new product behind
  - Dispose of packaging
- Cleaning equipment
  - Ensure tables are always wiped down and napkins, salt, and pepper shakers are full
  - Ensure tables are in neat rows with chairs neatly in place
  - Oversee staff responsible for these duties
  - Make sure coffee station is clean and well-stocked
  - Ensure all garbage bins are being emptied and cleaned when necessary
  - Ensure staff fridge is clean, maintained by staff using it, and emptied of old products
- Supplies
  - Keep inventory of supplies needed that are not food (e.g. paper plates, napkins, water cups, cleaning supplies, dishwashing supplies, etc.)
- Cleaning
  - Instruct staff on proper procedures in food safety and dish washing
  - Sweep and wash floors and wipe down surfaces and walls at end of each day (or instruct staff responsible)

### Other Job Duties

- Receiving supplies for other departments that are ordered through Sysco
- Checking and topping up supplies in bathrooms when noticed or reported by guests (weekend retreat groups mostly)

### Relationships

- Assistant Cook
- Facilities Manager
  - duties that crossover
  - equipment issues, breakdowns
- Administrative Assistant
  - dates of rental groups and type
  - dates of summer camps
  - number of people on site (staff and guests) for proper food quantity orders
  - medical forms (food allergies) of campers and staff
  - request for propane delivery and equipment repair service
- Program Directors (Kids Camp)
  - communication about plans affecting kitchen
  - daily schedule for mealtimes
- CREW Director and Leaders (Kids Camp)
  - expectations of CREW responsibilities directly connected to kitchen (dishes and dining hall)
- Directors (Family Camp, Retreats, etc.)
  - communication about anything that is expected from the kitchen
- Executive Director(s)
  - issues or concerns from kitchen to director
  - issues or concerns from director to kitchen
- Sysco Sales Rep
  - placing orders for food and supplies
  - assists with cost and recommendations of savings and product quality
- Guests
  - listening to complaints, making adjustments if possible, and speaking to the Executive Director when a resolution cannot be made

### Equipment Used

- |   |                   |
|---|-------------------|
| • Propane Convection Oven               | • Hand Mixer      |
| • Propane Double Oven & Stove/Grill Top | • Sharp Knives    |
| • Stove Hood (Exhaust Fan)              | • Walk-in Fridge  |
| • Warming Oven                          | • Walk-in Freezer |
| • Hobart Dishwasher                     | • Barbeque        |
| • Floor Mixer                           | • Meat Slicer     |

### Qualifications

The Head Cook should have their Food Handlers Certificate (available online or at any Public Health Department). While not necessary for the position, experience in quantity cooking or a commercial kitchen, as well as experience with commercial kitchen equipment, are definite assets.

### Requirements

- Heavy Lifting
  - food order
  - bulk packaging in large quantity
  - pots and pans with prepared food (hot and cold)
- Endurance
  - long hours on feet
  - able to handle extreme heat (no a/c)
- Reading/Writing
  - keep records of temps in fridge and freezer
  - thermometers for food preparation and storage
  - copies of menus and food allergies
  - necessary to prepare food orders and read recipes
- Communication
  - work well with others
  - patient with youth workers
  - ability to clearly instruct staff
  - handle difficult situations