

## **2023 GREEN GROVE CAMP SUMMER STAFF JOB DESCRIPTION**

### **POSITION:**

#### **HEAD COOK**

**Youth Camp                      July 9 – 23, 2023                      Salary \$1,800.00**

**Teen Camp                        July 23 – 30, 2023                      Salary \$800.00**

To provide healthy and nutritional meals daily to participants and staff of Green Grove Camp (GGC). The head cook will be responsible for menu planning along with preparation of meals for summer. The head cook will oversee planning and organizing a meal for all campers, families, staff, and attendees on final concert day.

The Head Cook is considered part of the summer staff and is required to abide by the requirement of all staff as the children may at times come to you for assistance.

### **JOB SUMMARY**

- To work in conjunction with other cooks & volunteers to provide well-balanced meals and snacks taking into consideration all dietary needs such as gluten free, vegetarian, diabetic needs for the campers and staff.
- To purchase the required amounts of groceries and supplies within an established budget. (Local suppliers are supported unless they are unable to supply).
- Plan, organize and coordinate a list of non-perishable food items that parents can donate.
- Is directly responsible to the GGC President and Board Members.
- Food Safe Level 1 certified.
- Valid Saskatchewan Class 5 driver's license.

### **DUTIES AND RESPONSIBILITIES – will include but are not limited to the following:**

- Complete menu planning and food ordering in advance of the start of summer session in line with established budget.
- Manage and coordinate the pickup of food requirement and grocery runs and / or engage and coordinate of the delivery with a Board member for assistance.
- Manage the kitchen inventory and supplies (and awareness of equipment needs).
- Coaching and coordination of kitchen staff and volunteers working in the kitchen with food preparation and general encouragement motivation and support.
- Supervision of meal preparation, timely meal service and clean up (coordinate the participation of kitchen patrol with children).
- Ensure proper food storage and daily sanitization.
- To ensure that the kitchen and dining hall meet health and safety standards.
- Ensure that all required duties at the end of camp session are transitioned to the incoming head cook for Teen Camp. Completion of all required duties.
- Ensure proper cleaning of all equipment at the end of camp session.
- To adhere to the policies, practices, and procedures of GGC, and to always act as a positive role model.
- Be a role model of healthy living, positive energy, sound work ethic and good communication skills.
- To engage with campers in a friendly, professional manner.
- Be an active participant in the debriefing meeting at the end of each day as a team member together with the Director and Assistant Director.
- Must complete a **written evaluation** and **final inventory of groceries** at the end of camp session and submit to the President within 10 days of the last day of the camp session.

***These statements on duties are not to be taken as the final and only work to be done by staff members.***

