

# Camp Arnes Head Cook

## Job Description:



**Purpose:** The Head Cook is a full time, year round position that assists the food services manager in the supervision of food preparation and supervises kitchen operations in the absence of the Food Services Manager. To accomplish these tasks, the cook must work closely with the staff and administration. The head cook will also assist the Food services manager in menu planning and order of food.

**Responsible to:** Food Services Manager

### **Qualifications:**

1. Experience in child nutrition program or institutional food preparation and kitchen management
2. A valid child abuse registry check and criminal record check
3. Personnel management skills
4. Ability to interact with Guests, campers and staff in a consistently pleasant manner
5. Desire to continue career growth

### **Essential Functions:**

1. Supervise kitchen operations in the absence of the Food Services Manager
2. Assist in the supervision of food preparation
3. Communicate effectively with kitchen staff, campers and the community.
4. React to change productively and handle activities as assigned.
5. Support the Camp Arnes Code of Conduct.
6. Support the philosophy and mission of Camp Arnes.
7. Appropriately operate all equipment required.
8. Lead the kitchen team through cooking, serving, proportioning, preparing of food and menu items in the absence of the Food Services Manager.
9. Prepare food in large quantities and within established time constraints.
10. Work with the Operations Director to prepare and monitor the food services budget.

### **Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing.
2. Requires ability to work in a warm environment.
3. Requires flexibility in work hours as required to fulfill duties.

### **General Responsibilities:**

1. Assist the Food Services Manager in kitchen operations.
2. Assist in directing the activities of other employees

3. Cooking and baking variety of main dishes effectively adjusting as needed.

## Job Description: Cook continued:

4. Assist in training employees.
5. Assist in serving during specified serving times.
6. Clean and sanitize equipment properly.
7. Maintain a clean work area.
8. Complete other duties as assigned by Food Services Manager