



Head Chef

Job Description

Qualifications:

- At least 21 years of age.
- Have a current food handler's card/Food Manager Certificate.
- Be trained and experienced in food purchasing and preparation that meets nutritional needs of campers and staff.
- Have experience supervising food service employees and make sure kitchen is up to grade "A" standard.
- Willingness and ability to adjust to camp resources, conditions and program.
- Be able to plan a 6-day cycle of meals and prepare food for up to 100 people.
- Be able to fill out requested paperwork on a daily basis.
- Be able to comply with all government regulations of the Summer Food Service Program.
- Run the Camp Oliver kitchen in a safe, responsible and mindful manner.
- Have the priority to be on time for every meal, prepare enough food for entire staff and campers and make sure food is of high quality.
- Must be willing to live and work at camp during camp sessions and staff training unless other arrangements are made with the Camp Director.
- Must be able to focus on job duties.
- Must be able to contribute to the peace and harmony of the camp community by caring for the well-being of campers, staff and yourself.
- Must have an attitude of a team player and work well with others.
- Must pass a background check.
- Demonstrate responsibility and accountability for your job performance.

Responsibilities:

- Plan 6-day cycles of menus. Prepare, cook, and serve food.
- Make all purchases with approval/consultation of the Camp Director.
- Keep records of purchases at the beginning and during the season, including quantities used and food returned to dealers or sold at end of camping season.
- Control food budget, figuring meal costs per person.
- Supervise kitchen staff, make schedules, arrange time off and assist where necessary.
- Supervise the cleaning, sanitation, and care of the kitchen, equipment and floors.
- Prepare food so there is little food waste and leftovers.
- Conduct and participate in a complete cleaning of the kitchen at the end of the summer season including stove, refrigerators, freezers, counters, storage areas, dish room, etc...
- Make sure all refrigerators, freezers, storage areas and the dish room are organized and clean to Health Dept. standards.
- Prepare for and be available for Health Dept. inspection during the season.
- Maintain a positive and flexible attitude with staff and campers, adjust to camp program needs, i.e. special meals or snacks that go with activities.

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Responsibilities continued:

- Be available for weekly inspections and meetings.
- Fill out all paperwork required by the Summer Food Service Program and make sure all meals comply with this program.
- Make sure pack out lunches are made on time.
- Make sure all meals are ready on time, there is enough to feed all staff and campers and the food is of high quality.

Responsible to:

- Camp Director and Administrative staff.

Camp Oliver information

Camp Oliver is owned by the Sisters of Social Service and run by an all-volunteer Board of Directors. We are a non-profit, non-denominational camp that hosts up to 72 co-ed campers in ages ranging from 6 to 13. We have 6 cabins that will sleep up to 12 campers of the same gender with 3 to 4 staff in the same cabin but with private quarters. Sessions run from Sundays to Fridays and a typical season is 5-6 weeks. Camp Oliver hosts children that come from all backgrounds of religions, ethnicity, financial and family situations. Most of our campers would be considered "At Risk" youth from the inner city. We feel that these special children greatly benefit from an outdoor experience in a safe and caring natural environment where they can connect with their peers and counselors through educational and fun activities. We have a policy that no camper will be turned away regardless of their ability to pay the camp fee, as such we have many campers that come to camp on financial aid known as "camperships". Our camp offers traditional camp activities which include swimming, hiking, archery, low elements course, basketball, arts and crafts, dance classes, nature studies and camp fires with s'mores. We have sleeping under the stars and show an outdoor movie that evening, everyone has a wonderful time. Camp Oliver has a long tradition, over 60 years, of being a special place where children come together and make memories that last a lifetime.

I have read and understand the above job descriptions. I agree to complete my duties as a seasonal employee to the best of my abilities. I agree to follow all camp rules and policies. If I break any camp rules or regulations I agree to speak to a camp Director and will comply with the consequences of my actions. I also agree to let the Ad-Staff of Camp Oliver know of any problems or concerns I have regarding my own job performance and/or well-being as well as that of my campers and other staff.

Signed _____

Date _____