

Camp Cook

Society's policies 4.2.4 Risk Assessments, 4.3 Limits and Boundaries, 4.4 Relationship of Positions to Goals of Camp, 4.5 Challenge by Choice & 4.6 Job Descriptions, are an integral part of this job description

Qualifications:

The Camp Cook must be 21 years old and hold a current FoodSafe (within five years) Certificate and have training and/or experience in a similar environment.

The Camp Cook is responsible to:

- become familiar with and follow the Menu Guidelines as found in (*Section 5.4.1*) and General Food and Safety Principles & Standards (*Section 5.4.2*);
- prepare a camp menu, to be approved by the Camp Director and the Camp Nurse, that adequately provides a sound and healthy diet. (*See Schedule 2* for a sample menu);
- prepare a Menu Plan as required by and in accordance with the standards established by the British Columbia Ministry of Health (*Section 5.4.2*);
- provide a shopping list to the Camp Director for all food and kitchen supplies required and, subsequently, to purchase the food and supplies upon approval by the Camp Director. This should be done as early as is practical in order to take advantage of sales. A cash advance will be provided by the Treasurer for this purpose. All receipts for purchases must be retained and returned to the Camp Director for delivery to the Treasurer;
- prepare all camp meals at times agreed upon with the Camp Director;
- supervise the kitchen staff, which will normally consist of one Camp Cook's Assistant and a Dishwasher;
- orient all kitchen personnel with FoodSafe procedures, if they are not currently certified;
- ensure that the sanitation and cleanliness of the kitchen meets or exceeds provincial health standards at all times;
- ensure that all food and supplies are properly stored and used so as to obtain maximum freshness and nutritional value;
- obtain from the Camp Nurse details of any allergies that the campers and/or leaders may have and to prepare appropriate alternatives for them;
- report any equipment failures or other problems to the Camp Director;
- make minor purchases, as necessary, during the camp;

- ensure that the kitchen is left clean at the end of the camp. NOTE: the campers and staff are responsible for keeping the dining hall clean and for doing their own dishes;
- ensure that the kitchen is strictly controlled for access by non-kitchen staff and campers;
- provide the Camp Director with an inventory listing of unopened food and its disposition at the end of camp;
- prepare a brief report of each camp's activities, including any problems and/or suggestions that the Camp Cook might have.