



BAY CLIFF HEALTH CAMP

CHILDREN'S THERAPY AND WELLNESS CENTER

Baker Job Description

(Children's Summer Therapy Camp
Session)

The Big House is not only a busy hub of camp, it is also our camp "home". It is the place where meals are prepared and enjoyed. It is where we meet as a family to sit around the table to enjoy delicious meals *and* each other's company. The meals are an opportunity for great conversations as well as enriching nutrition. Campers and staff practice good manners and learn the art of social graces – all in the natural context of a shared family meal.

Dining at Bay Cliff differs from most summer camps. Fresh-baked bread and wholesome home-cooked meals are prepared with nutrition and dining pleasure in mind. Meals are served family-style for as many as 300 people rather than the usual cafeteria-style of camps and schools. Staff sit at tables with the campers. The Kitchen & Bakery prepare the meals, which are then delivered to the tables by the Dining Room staff. Dish Room staff complete the mealtime with dishwashing, and everyone helps in the general clean-up. As our family dining room, the Big House is also the place where visitors and guests join us for a meal. It is vital that the Big House be maintained in a clean and neat condition at all times.

RESPONSIBLE TO: Food Service Director

GENERAL RESPONSIBILITY:

1. Provide for the camp's baking needs (breads, cakes, cookies, dessert bars & snacks, baked goods for special occasions, etc.)
2. Maintain the bakery in a clean, sanitary condition.
3. Work safely, enjoy being with children, & enter enthusiastically into camp-life, activities, routines.
4. Take pride in your work that reflects on the cleanliness & orderliness of camp at all times.
5. Greet all (including visitors & guests) with a spirit of hospitality.
6. Participate in the general camp program. This includes helping Program staff with evening programs needs, and participating in all-camp activities such as the 4th of July celebration.
7. Clean & maintain personal living quarters at the beginning, during, and at the end of camp.

8. Carry out any other duties as may be assigned by the Camp Director.

SPECIFIC RESPONSIBILITIES:

1. Baking bread and rolls to meet the daily & weekly needs. We are known for our fresh bread! We need to have plenty of fresh bread on hand to meet the needs of toast and bread for meals.
2. Preparing all baked products (including bread and dinner rolls) and desserts for meals.
3. Preparing coffee cakes, muffins or sweet breads for breakfast as needed.
4. Preparing birthday cakes as needed for camper and staff birthdays that fall in the summer.
5. Assisting the Kitchen staff in the preparation & dishing up of foods for meals as needed.
6. Advising the Food Service Director when the bakery inventory is low and food items are needed.
7. Daily cleaning of mixers, floor, sink, and bakery as needed.
8. Cleaning ovens every other week or as needed and cleaning the entire bakery weekly.
9. Other duties as assigned by the Food Service Director or Camp Directors.

MINIMUM QUALIFICATIONS:

1. Must enjoy the art of baking or cooking!
2. Must be mature, responsible, and dependable.
3. Must be able to lift heavy equipment, trays, etc.
4. Experience with camp or institutional baking/cooking is strongly preferred.
5. Must be enthusiastic, hard-working, organized, and able to work independently as well as under direction from the Food Service Director, Assistant Cook, and Camp Director.
6. Must desire to live and work in a camp setting.

FOOD SERVICES DAILY SCHEDULE

Before breakfast, Department Supervisors start early to plan the day. **Kitchen & Bakery** start food preparations well in advance of the meal. **Food Services Aides** help with preparations & setting up Dish Room. **Dining Room Supervisor** plans out the meal based on the menu and organizes the cleaning & serving duties for the day.

6:00 A.M.	-	Report for work
6:00 – 8:00	-	Meal Preparation
8:00 – 8:45	-	Breakfast
8:45 – 9:00	-	Departmental Meeting (morning announcements, assignments, etc.)
9:00 – 12 noon	-	Clean-up and meal prep
12:00 – 1:00 P.M.	-	Dinner Hour
1:00 – 2:00	-	Clean-up and meal prep, bread-baking as needed
2:00 – 4:00	-	Free Time (Involvement in camp activities)
4:00 – 5:45	-	Meal Prep
5:45 – 6:30	-	Supper
6:30 – 7:30	-	Clean-up and meal prep
7:30 – 8:30	-	Involvement with units in planned evening all camp activities
8:30 – 11:00 P.M.	-	Free Time
11:00	-	Curfew
11:30	-	Lights Out

Days-off must be coordinated through department supervisors.

Department Supervisors must mark off the days-off for departmental staff on the Days-Off calendar in the Office.