



Bay Cliff Health Camp

Head Cook Job Description

The Big House is not only a busy hub of camp, but 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 that therapy is always happening in all locations on camp especially in the Big House – 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. Staff sit at the tables with the campers. The Kitchen & Bakery prepare the meals, which are then delivered to the tables by the Dining Room staff, Hoppers. Dish Room staff complete the mealtime with dishwashing, and everyone helps with the general clean-up. 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. Maintaining safety, sanitation, good nutrition, a positive work environment, and cooking meals are the main responsibilities of the Head Cook.
2. Work with Food Service Director to ensure a clean, safe, and friendly work environment.
3. Work safely, enjoy being with children, & enter into camp-life, activities when able.
4. Take pride in your work that reflects in the cleanliness & orderliness of camp at all times.
5. Greet all with a spirit of hospitality.
7. Clean & maintain personal living quarters at the beginning, during, and at the end of camp.
8. Carry out any other duties which may be assigned by the Food Service Director.

SPECIFIC RESPONSIBILITIES:

1. Maintain a clean, sanitary kitchen at all times. Set up daily and weekly cleaning schedules for: ovens, grill, stove, coolers, countertops, sinks and work areas.
2. Cook in quantities that allow staff, campers, & guests to have seconds. Avoid waste. Make use of leftovers to best of your ability.
3. Keep daily on-site food production records in compliance with USDA guidelines.
(Children's Summer Session)
4. Work with the Food Service Director in ordering food and supplies weekly through multiple companies.
5. Prepare, or oversee, the preparation of the main dishes for each meal.
6. Decide which serving dishes will be used for each meal.
7. Provide direction and support to the assistant cook, baker, dining room supervisor, and kitchen aides to successfully complete their duties.
8. Consult with the baker about any menu changes. Inform the Dining Room Supervisor of Changes.
9. Work with Food Service Director to review weekly schedule of program events that may involve food items.
10. Plan special menus with the Food Service Director (banquets, Board of Directors, Birthday Party, etc.).
11. Follow all Health Department rules and policies.
12. Work with the Food Service Director about special diets and other needs our campers and staff need during the summer.

MINIMUM QUALIFICATIONS:

1. At least 18 years of age.
2. Be an excellent cook and enjoy the kitchen.
3. Complete Food-Safe certificate program.
4. Be mature, responsible, and dependable.
5. Have skills in managing the kitchen, directing and supervising employees, and building teamwork.
6. Have experience with camp or institutional food settings.
7. Be enthusiastic, hard-working, organized, and able to work independently as well as under direction of the Food Service Director.