

# **Camp Agape Head Cook Position Description**

The Camp Agape Head Cook can be a year-round employee of Agape Ministry with the primary responsibility of planning and preparing nutritious meals for campers, staff, and retreat guests, and for special events. The Head Cook supervises all other kitchen staff. He/she is accountable to the Executive Director and Program Director.

## **Qualifications**

1. Be a practicing Christian and conduct him/herself accordingly.
2. Have current child abuse and criminal clearances, including FBI fingerprinting.
3. Hold current CPR and First Aid certifications or attain them once employed.
4. Be at least 21 years of age.
5. Have experience with food preparation for groups up to 75 and menu planning with special concern for the needs of children. Includes knowledge/experience in ordering from commercial food systems.
6. Have supervisory and organizational skills.
7. Have documented training and/or experience in kitchen safety and management. (ServeSafe Certification preferred)
8. Be knowledgeable and/or trained in the use of kitchen equipment and the use of a propane grill.
9. Must have a means of transportation.

## **Essential functions**

1. Must be able to lift large pots of water/food to and from the stovetop and oven.
2. Must be able to lift large boxes and canned goods on and off storage shelves.
3. Must have the physical endurance to prepare and cook meals as well as clean up the kitchen and serving area after meals.
4. Must be computer-literate to maintain records and order food.

## **Responsibilities**

1. See that applicable governmental health regulations, American Camp Associate standards, and Camp Agape policies are maintained in the kitchen.
2. Plan and prepare nutritious and appealing meals. Pre-made, warm-up, processed meals are to be minimized as much as possible.
3. Oversee meal preparation and kitchen clean-up.
4. Maintain written records: expenses, refrigerator, and freezer temperatures, wash and rinse water temperatures, daily menus and number of meals served.
5. Monitor kitchen equipment and supplies.
6. Respond to special dietary needs of campers, staff, and guests.
7. Respond to camp programmatic needs.
8. Purchase groceries, paper products, and other kitchen supplies.
9. Maintain cleanliness of kitchen.
10. Manage leftovers safely.
11. Supervise any staff helping in the kitchen.

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12. Make sure the kitchen is ready for use throughout the year.
13. Reports to the Executive Director and Director of Operations or Program Director (when on site).

Wages: Negotiable at time of hire.

Hours: **Very** part-time during most of the year, and mostly on weekends then. During the summer, the position is full-time (40 hrs/week during full weeks. The Head Cook and Assistant Cook develop a schedule so that except in exceptional circumstances the Head Cook works no more than 40 hrs/week and the Assistant Cook works no more than 30 hrs/week.