



Camp Sawtooth

Camp Head Cook

POSITION DESCRIPTION

- The Camp Cook is in charge of the overall operation of the camp kitchen, to ensure the food service works toward the fulfillment of the camp purpose under the management and supervision of the Camp Directors.
- Camp Sawtooth is a Christian Camp. Conduct and attitude of the Summer Staff will reflect the camp's mission. As Jesus Christ is our Teacher and role model, the Camp Staff becomes the teachers & role models to the Campers and representatives of Camp Sawtooth.
- The Camp Cook will be available for Opening Weekend (Memorial Day Weekend), through the full resident Camp & family Camp schedule which concludes mid August. For each year's specific dates email directorscampsawtooth@yahoo.com.

RESPONSIBILITIES

- Function as Head Cook for all meals.
- Responsible for the planning menus, preparation and serving of nutritionally balanced meals & snacks.
- Meal Schedule: Sunday dinner through Friday brunch, including sack lunches for bus riders.
- Plan and prepare meals for Campers and/or Staffers with special medical or dietary needs.
- Some meals may be prepared off campus.
- Purchase food according to budget guidelines set by the Camp Board.
- Order supplies such as toilet paper, paper towels, cleaners, etc. as needed. The Camp Directors and Camp Hosts will work to keep the Camp Cook informed on the Camp needs.
- Maintain a clean, sanitary, presentable and well organized kitchen.
- The Cook's services may be available to outside groups. Arrangements are to be made directly with the Cook and are at the Cook's discretion.
- Train, oversee and manage kitchen help (i.e., Assistant Camp Cook).
- Consult with the Camp Directors and Program Staff regarding schedules, menu specifics, number of Campers and special dietary needs and allergies.
- Keep accurate records of milk and commodities, which are eligible for Federal reimbursement.
- Provide an inventory of food supplies at the end of resident camping season.

- Close kitchen at the end of camp. Clean kitchen, ensure that excess supplies are returned, sold, stored or dispersed.
- Abide by all Department of Health regulations.
- Attend training classes as the Camp Board requests.
- With the guidance of the Assistant Camp Cook, and one Program Staffer the resident campers scheduled for Kitchen OTS will clean the dining area and wash dishes for 30 minutes. At the end of 30 minutes the Campers will be dismissed and the Kitchen Staff will complete the kitchen clean up as assigned by the Camp Cook. This will include but is not limited to:
 - Washing dishes, pots & pans,
 - Wiping down the tables,
 - Cleaning floors, and floor mats
 - Removal of trash, and
 - General clean up after meals.
- Participate in weekly meeting of the Program Staff, Kitchen Staff and Camp Directors in order to communicate changes, adjustments, concerns, and scheduling for the upcoming week.
- Camp Cook will maintain an open line of communication with the Camp Directors and keep them informed on all aspects of the kitchen operation including food ordering, management issues, repairs, needs, etc.
- Participate in off-campus camp activities such as rafting, swimming, etc. as long as it does not interfere with the fulfillment of duties.
- Other duties may be added or re-assigned as deemed necessary by the Camp Directors.
- The Camp Cook is under the supervision and management of the Camp Directors.

COMPENSATION AND SALARY

The Camp Cook will be provided with:

1. Salary; room and board
2. Friday noon through Sunday lunch time off each week.
3. The Camp Cook is covered by the camp's liability and workers compensation insurance.

The freelance fee for the Camp Cook to prepare meals for a church family camp is:

4. \$250 for 3 meals on Saturday & 2 meals on Sunday; for 50 people or less.
5. Each additional person over 50 pays \$5 each. (Ex: for 60 people the total bill would be \$300.)
6. Children 3 years of age and younger are free.