

Erie County 4-H Camp, Inc.

Kelleys Island, Ohio, Lake Erie

Job Description

Position: **Head Cook**

The Head Cook is responsible for the entire kitchen operation. Our goal is to provide good quality food in proper quantities for campers. The Head Cook is responsible for running an efficient kitchen which provides meals on time and properly prepared. Head Cook is responsible to the Executive Director.

1. Responsible for cleanliness, organization and time management of the kitchen operation.
2. Responsible for food preparation and serving.
3. Follow camp menu. Problems with menu must be reported to the Executive Director.
4. Responsible for job delegation with Assistant Cook and kitchen staff.
5. Responsible for daily food, bread and milk inventory. Order all food and paper products for camp. Keep ongoing food and kitchen supplies inventory in journal. Keep kitchen journal daily.
6. Knowledge of temperature for food safety.
7. Able to read recipes.
8. Put orders away in an orderly fashion. Rotate stock so as not to waste food.
9. Pull food for daily menu.
10. Kitchen cleaned after each meal with help of Assistant Cook and kitchen staff. Equipment cleaned daily and overhauled once a week.
11. Do kitchen laundry every night.
12. Discuss Dining Hall procedure with Visiting Director and campers.
13. Keep all food storage areas neat and orderly.
14. Clean back staff area before each incoming camp.
15. Maintain friendly, helpful attitude toward campers and staff at all times.
16. Assist in daily cleaning of staff house.
17. All other duties assigned by the Executive Director.