

*Promise Camp of Family Guidance, Inc.*  
**POSITION OPENING -- JOB DESCRIPTION**

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**POSITION TITLE:** Head Cook

**REPORTS TO:** Operations Director (under direction of the Camp Director)

**JOB TYPE:** Seasonal (June 15-July 23, 2011)

**POSITION SUMMARY**

Promise Camp is an exciting, Christ-centered, residential summer camp for at-risk children. Campers range between 8 and 14 years of age and are frequently from culturally diverse, unchurched, single-parent families. This position works within the "operations" side of camp, overseeing food preparation and presentation for the entire camp, as well as kitchen clean up, with the assistance of an assistant cook and support staff. This position works closely with the operations director regarding the planning of meals, and the ordering of needed food and supplies.

The camp is divided up into six sessions; each of which is approximately one-week in length. Different kids will attend each week. There are eight total cabins, serving 48 total children each week (24 male, 24 female). It is important to build a positive and healthy relationship with the campers. Our goal is to personally demonstrate to them the love of Christ Jesus. Family Guidance offers all staff one full week of on-site training before the camp begins, as well as supervision and assistance throughout the camp.

**REQUIREMENTS**

**The Position Requires:**

- A devoted relationship with Jesus Christ.
- Pennsylvania Act 33 and 34 background clearances.
- Head Cooks must be at least 18 years of age.
- Experience or training in cooking for large groups.
- Demonstrated ability to be a strong role model and work as a team player.
- Having a positive, up-beat attitude toward the youth whom we serve.

**SPECIFIC RESPONSIBILITIES AND DUTIES**

**Pre-Camp Responsibilities:**

- Coordinate with operations director what food and supplies are needed for camp.
- Plan nutritious, balanced menus for training week and camp sessions.

- Participate in the Promise Camp Orientation and Training. Learn all elements of duties prior to camp.

### **In-Camp Responsibilities:**

- Dedicate each day to God through prayer.
- Participate in daily devotions for kitchen and maintenance crew and staff meetings (and be on time). Work with fellow staff and campers to establish relationships that honor Jesus.
- Help operations director in making schedules, assignments, and time off for kitchen staff
- Work cooperatively with the operations director to keep track of items that need to be ordered.
- Ensure that meals are prepared and provided to the campers and staff on time. Provide leadership, and coordination to all kitchen personnel and maintain overall food service operation in a safe and sanitary manner.
- After each meal and snack time, oversee and assist in the cleaning of the kitchen area and all utensils and cooking equipment.
- Assist program director with planning, packing, and distributing food for overnights and other special occasions. If necessary, provide requisition sheets and a system for checking out food.
- Assist the operations director in keeping records of all food purchases before and during the season - including quantities used, number fed, total expense per session, meal costs, and per person/per day costs. Check incoming food against orders and invoices. Supervise storage of food.
- Inspect all food, equipment, and facilities, and make immediate reports of any defects to operations director. Make special reports to operations director on problems of health, safe conduct, behavior, etc. that need immediate attention
- Complete other tasks and duties as they are assigned, and follow camp policies.

### **Post-Camp Responsibilities:**

- Oversee the kitchen cleaning during the camp clean up day.
- Make suggestions to the operations director for future purchases that would improve kitchen facilities.