



## **HEAD COOK**

Camp Whitman on Seneca Lake  
Presbyteries of Geneva & Genesee Valley

*Spend your summer living on beautiful Seneca Lake working with children and adults of varying abilities in a Christian setting.*

***Dates: June 29 – August 15, 2015***

***Starting Salary: \$4,000 plus Room and Board***

FOR MORE INFORMATION  
CALL THE PRESBYTERY OF GENEVA  
AT (315) 536-7753

***\*\*\*Must be at least 25 years of age\*\*\****

***(Over for Position Description)***

# HEAD COOK

## *Camp Whitman on Seneca Lake*

The **Head Cook** is responsible for meal and snack planning and preparation for groups of 50 to 100 campers and staff. This includes maintaining an appropriate inventory of food and supplies, using resources effectively, and working with the Camp Director. The Head Cook will also work with the Program Coordinators on special meals for cookouts, hikes, and dietary needs. The Head Cook is also responsible for the cleanliness and order of the kitchen, kitchen equipment, and for the appropriate storage of food. The Head Cook trains and supervises the kitchen staffs, who assist with food preparation, serving, dishwashing, and kitchen and dining hall cleanup.

### **Minimum Qualifications:**

- A. Minimum of 25 years of age & a High School graduate or equivalent and a clean driving record.
- B. Desire and ability to work in a camp setting.
- C. Experience in working with children and youth and/or experience working with people with developmental disabilities.
- D. Training and experience in cooking for large groups.
- E. Knowledge of standards of food preparation, serving and kitchen procedures.
- F. CPR and First Aid certification (can be provided during training week if needed).
- G. Previous administrative or supervisory experience.
- H. Ability to give and accept guidance and supervision.
- I. Good communication and team building skills.
- J. Physical stamina and the ability to lift 50 lbs.
- K. Must enjoy being around children and have enthusiasm, a sense of humor, flexibility, and patience.

### **Responsible to:**

Camp Director

### **Supervisory Responsibility:**

Assistant cook, Prep cook/dishwashers, and kitchen volunteers

### **Collaborates with:**

Camp Leadership Team, volunteers, counselors, and other camp staff, works closely with the Program Coordinators.

### **Job Responsibilities:**

1. Supervise all kitchen staff and the over-all kitchen operation.
2. Maintain a sanitary and pleasant environment for the preparation and enjoyment of meals.
3. Maintain, with the help of other kitchen staff, all kitchen equipment.
4. Plan and prepare 3 well-balanced meals a day, being aware of special dietary concerns wherever possible.
5. Supervise the preparation of meals for individuals with special needs diets.
6. Prepare/supervise preparation, holding and service of food in accordance with New York State Department of Health.
7. Weekly inventory management and ordering of food products, paper products and cleaning supplies.
8. Work within budgetary framework for food and supplies.
9. Develop menus that support programmatic themes and adapt to available food sources in consultation with the Program Coordinators and the Camp Leadership Team.
10. Coordinate all cook-out meals and snacks
11. Supervise the general cleaning of the kitchen, dining hall and laundry area, keeping these areas sanitary, inviting, and safe.
12. Maintain clear and organized records and required NYSDOH forms.
13. Serve as a good example to campers in personal language, appearance and health habits.
14. Follow all camp policies and regulations as found in the Camp Whitman Procedures Manual.
15. Maintain open and constructive communication regularly with the entire Camp Staff.
16. Work closely with the Program Coordinators and the Camp Leadership Team in the general planning of all related activities, and assist to identify and solve problems.
17. At the end of the camp season take inventory, clean and close kitchen and store excess items.
18. Perform other duties as assigned.

Please send cover letter and resume to Presbytery of Geneva, 2472 State Route 54A, Penn Yan, NY 14527. Feel free to call our office with any questions at (315) 536-7753.