

# Children's Oncology Camp Foundation

## Camp & Rental Chef

**Job Title:** Camp Chef

**Reports to:** Director of Facilities

**Job Purpose:** The Chef directs the overall food-service operation of the Camp facility. The relationship between the Chef, Program Leadership and Director of Facilities is important to ensure the integration of the food service in the mission, program and rental aspects of Camp.

**Job Classification:** This is hourly, non-exempt, year-round, permanent position with a minimum of 32 hours/week with over-time expected during the busy summer camps. Hourly pay is \$12 - \$20/hour depending on experience.

### Education & Qualifications:

- Experience in institutional or food service setting: ordering, inventory, budgeting, family-style serving, buffet serving, cleaning, and institutional kitchen equipment
- Experience in hospitality preferred
- Must hold current certification or licensure required for operating a kitchen in the Camp's jurisdiction (ServSafe)
- Ability to work within a budget and purchase supplies efficiently and cost effectively
- Experience in staff supervision
- Knowledge of current health and safety laws and practices
- Knowledge of and experience in preparation of special dietary foods preferred
- Ability to effectively communicate orally and in writing
- Must be proficient in Microsoft Office applications
- Residential requirement during the rentals
- Residential requirement while camp programs are in session
- Must have a valid driver's license
- Physical ability to lift and carry 40 pounds
- Visual and auditory ability to identify and respond to environmental and other hazards of the site and facilities and camper and staff behavior
- Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more)
- CPR certification (required within 30 days of employment) and ability to provide first aid and assistance in an emergency

### Key responsibilities:

- During mission-based camps and retreats:
  - Manage the daily operations of the food and dining
  - Coordinate menu planning with the appropriate Program Leadership (camp) &/or Foundation Staff (rentals).
  - Oversee the preparation of nutritionally balanced meals and snacks and ensure the safe and efficient serving of meals.

- Maintain inventory of food and kitchen supplies consistent with menus and enrollment counts.
- Providing training, direction and supervision of weekly volunteers and seasonal staff
- Work within approved budget, and notify Director of Facilities of activities outside of planned budget.
- Work with the Program Leadership (Camp Director/Program Director), Housekeeping Coordinator and Director of Facilities in overseeing the preparation and/or closing of campus for the camp season, including the review of safety procedures to ensure they meet the changing needs of the campus
- During off-season rentals:
  - Serve as Chef for rental groups and coordinate with Director of Facilities during rentals
  - Contact rental groups to plan menus
  - Order food and prepare meals
  - Collaborate with Housekeeping staff for rentals larger than 18 attendees
  - Work with Director of Facilities and Housekeeping Coordinator in the preparation and/or closing of campus for the rental season, including the review of safety procedures to ensure they meet the changing needs of the campus.
- Maintain high standards of cleanliness, sanitation, and safety. Clean and maintain all food-service areas, including kitchen, dining hall, storage, kitchen recycling.
- Work with Director of Facilities to arrange for the routine maintenance, sanitation, security and upkeep of the camp kitchen, its equipment, and facilities.
- Promote practices that seek to reduce waste, reuse items, and recycle as much as possible.

Work Comp code 9015- Camp operations that are not otherwise classified are assigned to Code [9015](#)