

# Children's Oncology Camp Foundation

(Camp Mak-A-Dream)

## 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 in Gold Creek, Montana. You will be key to accomplishing our mission of empowering survivors and their families to live with and beyond cancer. 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 a year-round, permanent, exempt (salaried) position. For 6 months of the year (26 weeks; approximately October-March) it is a .8 FTE salaried position. For the other 6 months of the year (26 weeks; approximately April-September), it is a full-time, 1.0 FTE position. The salary range for this position is \$35,000-45,000 depending on experience plus cost-free room and board at Camp year round (includes meals and a furnished apartment with utilities). This position is eligible for the benefits provided by Camp including medical/dental insurance. There is also the potential for a mutually agreed upon travel stipend to/from Camp for candidates that would prefer to commute to/from Gold Creek in lieu of the cost-free lodging.

### Education & Qualifications:

- Minimum of High School diploma or GED; Bachelor's degree preferred.
- Minimum of 2 years of experience in institutional or food service setting: ordering, inventory, budgeting, family-style serving, buffet serving, cleaning, and institutional kitchen equipment
- Experience in hospitality strongly preferred
- Knowledge of and experience in preparation of special dietary foods required
- Must hold current ServSafe certification or ability to obtain within 30 days of employment
- Must hold current CPR certification or ability to obtain within 30 days of employment
- Ability to communicate clearly and professionally both verbally and in writing including timely response to email. Must be proficient in Microsoft Office applications.
- Ability to work in a smoke-free environment
- Must successfully pass a criminal background check
- Ability to work within a budget and purchase supplies efficiently and cost effectively
- Experience in staff supervision. In particular, you will be working with a team of volunteers each week during the Camp session and must be able to effectively and respectfully communicate and delegate tasks
- Knowledge of current health and safety laws and practices relative to food service at Camp
- Visual and auditory ability to identify and respond to environmental and other hazards
- Ability to remain onsite/overnight during rentals and camp sessions as mutually agreed upon with Camp leadership
- Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more)
- Physical ability to lift and carry 40 pounds
- Must have a valid driver's license

**Key responsibilities:**

- During mission-based camps and retreats:
  - Manage the daily operations of the food preparation, serving and dining
  - Coordinate menu planning with the appropriate Program Leadership
  - Oversee the preparation of nutritionally balanced meals and snacks
  - Ensure the safe and efficient serving of meals
  - Maintain inventory of food and kitchen supplies consistent with menus and participants/ staff/volunteers at Camp for any given session
  - Provide training, direction and supervision of weekly volunteers and seasonal staff in the kitchen and as it relates to food service
  - Work within approved budget and notify Director of Facilities of any variance from the approved budget
  - Work with the Program Leadership (Camp Director/Program Director), Housekeeping Supervisor and Director of Facilities to make appropriate arrangements for additional kitchen help during the Camp season (e.g., dishwashing, cleaning, meal service)
  
- During off-season rentals:
  - Serve as Chef for rental groups
  - Contact rental groups to plan menus
  - Order food and prepare meals
  - Work with the Housekeeping Supervisor and Director of Facilities to make appropriate arrangements for additional kitchen help during the rentals of 18 attendees or more (e.g., dishwashing, cleaning, service)
  
- Maintain high standards of cleanliness, sanitation, and safety. Clean and maintain all food-service areas, including kitchen, dining hall, storage and kitchen recycling in coordination with Housekeeping Supervisor and staff
- Work with Director of Facilities to arrange for the routine maintenance, sanitation, security and upkeep of the Camp kitchen, its equipment and related 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](#)