girl scouts
heart of new jersey

Job Description

JOB TITLE: Head/Assistant Cook	FLSA:
DEPARTMENT: GSHNJ Camps	SALARY RANGE: Sleepaway Camp - $600 - $1250 per week housing provided
REPORTS TO: Camp Director	Additional Benefits: In accordance with New Jersey law, part-time and seasonal employees accrue paid sick leave.

JOB SUMMARY:
The role of the Head/Assistant Cook is to plan, order, lead preparation and serve of all meals to the campers and staff. They are responsible for maintaining a productive and sanitary kitchen at all times. They are to delegate to the staff their roles daily, and weekly roles. They are to ensure that all records are maintained and that the kitchen meets all health and safety codes.

MAJOR ACCOUNTABILITIES:

- Attend and successfully complete all required training, program workshops, staff meetings, and supervisory sessions.
- Plan and implement the camp menu in accordance with all food programs and health standards. Take into consideration the different food allergies of campers and staff.
- Order all the necessary food and supplies to be utilized in the kitchen and for cook-outs. Work to maintain the camp budget and be familiar with cost saving areas.
- Give direction, guidance, and instruction to staff concerning health, safety, and sanitation for food preparation, serving, storage, and clean-up of meals.
- Ensure that there is no cross-contamination of food for those with allergies.
- Effectively guide and supervise kitchen staff in the usage of the kitchen equipment and proper sanitary techniques, using all food preparation and safety standards of the State of New Jersey, ACA, Serv-Safe, and OSHA.
- Maintain temperature records as needed and required.
- Coordinate specialty food needs for both allergies, dietary concerns, and program needs.
- Review weekly all camper and staff allergy needs, and make substitutions to the menu as needed.
- Maintain the kitchen/dining hall in a neat and clean order at all times.
- Communicate all concerns including behavioral issues, maintenance issues, program needs in a timely manner.
- Actively participate in the end of the week clean up on Saturdays.
- Assist in instructing and leading staff/campers in emergency procedures such as fire drills, evacuations, etc., as required.
- Knowledge and compliance with GSHNJ, Local, State, Federal, Youth Camp, and ACA health and safety standards, including adherence with all procedures and protocols related to communicable diseases such as measle, rabies, and COVID-19.
- Perform other duties as assigned for the betterment of the campers, program, camp, and the council.

JOB QUALIFICATIONS:

- Must be at least 21 years of age.
- Current Serv-Safe Certification or equivalent or willing to attend required training.
- Prior experience working in the food industry.
- Reliable, responsible, good judgment, patience, and a sense of humor.
- Ability and desire to work with girls and adults in a camp setting.
- Ability to communicate clearly, to be flexible and adaptable, and to remain calm in an emergency.
- Have an understanding of the capabilities, needs, and interests of children.
- Ability to stand for lengths of time.