

Camp McDougall Inc.

Job Description – Cook

1) Responsible to: Camp Director
Responsible for: Assistant Cook

2) Qualifications:

- a) Experience cooking for large groups (over 50) of people
- b) Experience with ordering stock and following a budget
- c) Ability to work co-operatively with others
- d) Current Vulnerable Persons Record Check – to be submitted one (1) week prior to commencement of employment
- e) Safe Food Handling Certificate
- f) Standard First Aid and Basic Rescuer CPR certification

3) Duties:

- a) Responsible for following all rules and regulations as outlined in the Staff Manual
- b) Responsible to prepare a standard menu for each camp session using the Canada Food Guide as a basis. These menus are to be developed in cooperation with the Camp Director and Program Manager with regards to any variation requested to coincide with the program.
- c) Responsible for ordering all groceries and maintaining the budget set by the Board of Directors.
- d) Prepares meals and is in charge of kitchen help and serving food at meal times. Is to be present in the kitchen during meals unless otherwise negotiated with the Camp Director.
- e) Responsible for kitchen and dining hall cleanliness
- f) Enforces Board policy regarding access to the kitchen
- g) Responsible for thorough cleaning of the stove at least once a month during the summer
- h) Ensures that all Health Standards are met with regards to the kitchen as per Ministry of Health guidelines. Accompanies Health Inspector with inspection as needed.
- i) Becomes familiar with and adheres to all applicable standards relating to Food Service in the OCA Guidelines for Accreditation.
- j) Assists Program Manager and out-trip staff with preparation of out-trip menu.
- k) Keeps a daily log of meals served, quantities prepared, etc.
- l) Attends all training sessions as requested by the Camp Director.

*** Additional duties may be assigned at the discretion of the Camp Director.