



Center Cook Position Details

Pre-Camp Duties

1. Ensure all paperwork is filed with CLEC office including background check, central registry clearance, medical forms, copy of driver's license, copy of qualifying certifications such as red cross first aid/cpr card, safe food handling certification, lifeguard certification, etc.
2. Review center policies and action plans (available in the office):
 - a. Health Service Policy
 - b. Food Service Policy
 - c. Behavior Management Policy
 - d. Child/Adult Protection Policy
 - e. Emergency Evacuation Plan
 - f. Waterfront Emergency Procedures

Responsibilities

1. Plan and prepare nutritious, filling meals – must meet student dietary needs – check with director or camp medical officer regarding special dietary needs listed.
2. Present center director with written weekly menu one week before camp.
3. Select, hire, and supervise any additional kitchen staff.
4. Supervise KP teams in a positive, constructive way.
5. Maintain a clean living and working area.
6. Keep food preparation and serving areas in compliance with health department standards.
7. Clean kitchen, including dishes, utensils, storage area, sinks, stove, ovens, refrigerators, freezers, and walk-in cooler. Sweep and mop floor daily.
8. Remove all garbage and deposit in dumpster.
9. Remove and ensure proper drop off of all recyclable materials.
10. Remove all food from coolers and freezers before leaving.
11. Check-out with Center Program Director at the end of camp session.
12. Ensure kitchen staff meets all health department requirements for food preparation.
13. Attend staff meetings.
14. Be kind and courteous to all visitors.

Qualifications

1. Applicants must be 18 years of age or older.
2. Must have a minimum of two years experience as cook or food supervisor (or excellent references and education).
3. Readiness to adapt to camp work situation.

**Reports to: Program Director/
Assistant Program Director**