



MDSC JOB DESCRIPTION

Cook

<p>General Summary</p>	<p>Under guidance of the Camp Director, is responsible for the kitchen operations and the preparation of all food for campers and staff. Responsible for ensuring economy of operations, meal promptness, following the pre-approved menu and supervision of all other kitchen staff. Works within the framework of the program, policies, standards and expectations of the Greek Orthodox Church, State of Michigan Licensing & Regulatory Affairs agency, State Health Code, ServSafe, American Camping Association and the Metropolis of Detroit Summer Camp Board of Trustees.</p>
<p>Principle Duties & Responsibilities</p>	<ol style="list-style-type: none"> 1. Provide an example of Christian behavior and language to all campers and fellow staff. 2. Upon arrival at camp, inspects kitchen equipment and inventories all related kitchen supplies. Reports any supply shortages to Camp Director. 3. Instructs kitchen staff of responsibilities and expectations. 4. Meets with Camp Director at the beginning of each session in order to review menu, and order any perishable and non-perishable food supplies. Any significant changes to the menu must be approved by the Camp Director. 5. Prepares kitchen for each day's scheduled meals. Ensures that only clean and sanitized utensils and equipment are used during meal preparation. 6. Prepares and cooks food according to previously planned and approved menus. Assembles food for distribution to each table. 7. After each meal, supervises storage and/or disposal of all left-over food. 8. Supervises cleanup of kitchen after each meal, ensuring that proper sanitizing of dishes and food service utensils occurs. 9. Maintains adequate inventory of food supplies throughout each session. 10. Maintains record of any updated or varied menus. 11. Meets with Camp Health Director to be aware of any specific dietary restrictions or variances as related to campers. 12. Works with Program Director to prepare any meals required for off-camp activities such as camp-outs, hikes, canoe trips, etc. 13. Communicates with Hopper leaders regarding any special set-ups for specific meals. 14. Assists with preparation for annual inspections. Meets with the State of Michigan inspectors, as necessary, during annual visit. 15. Inventories all supplies at the end of each week (and particularly at the end of the summer) and provides the inventory report to the Camp Director. 16. Prepare all meals starting with Saturday dinner through the next Saturday lunch, except for dinner the day of the raft trip/beach cook-out. 17. Ensure kitchen is adequately stocked, prepared and cleaned for the next session prior to departure. 18. Any other duties as requested by the Camp Director/Assistant Director.
<p>Skills Required</p>	<ol style="list-style-type: none"> 1. Ability to oversee all aspects of kitchen operations and food preparation for each camp session. 2. Ability to work with children and staff of all ages. 3. Ability to understand all health and safety standards and ensure that they are followed. 4. Ability to work long hours, involving continuous periods of standing.

<i>Working Conditions</i>	<ol style="list-style-type: none"> 1. Indoor kitchen setting with varied temperatures based on weather conditions and volume of oven cooking on a daily basis. 2. Responsible for all camp food preparation and kitchen operations.
<i>Minimum Level of Preparation and Training</i>	<ol style="list-style-type: none"> 1. Must be 19 years of age or older. 2. Valid driver's license. 3. Experience or training in food service management, or related experience involving large-scale food preparation. 4. Knowledge of food related health standards and practices. 5. Completion of ServSafe certification course. 6. Certified in Basic Life Support (BLS) and cardiopulmonary resuscitation (CPR) by the American Red Cross or American Heart Association preferred 7. Completion of Archdiocese Youth Protection Online Training.
<i>Reporting Relationship</i>	Reports to the Camp Director/Assistant Camp Director.
<i>Subordinates</i>	Assistant Cooks, if applicable; all staff assigned to the kitchen to assist with meal preparation or dishes.
<i>Salaried</i>	Yes