



Spring Heights Camp and Retreat Center

Purpose:

The Head Cook is responsible for overseeing the kitchen operations in the camp kitchen for both summer camp and retreat groups.

Description:

The Head Cook position is a non-exempt hourly position on the Spring Heights property at 2067 Barrcut Road, Spencer, WV 25276. The person in this position will be considered part-time and will work 20 hours a week from the beginning of August through the end of May, and will be working anywhere between 30 and 40 hours during June and July. That is when Spring Heights offers summer camp, and that is the busiest season of the year. The starting rate for this position is \$13.00 an hour, and the benefits include paid time off and a retirement contribution. A successful candidate will have to pass a background check before they may be hired.

Primary Responsibilities:

1. Menu Planning
 - Develop and plan menus that align with the dietary needs and preferences of camp attendees.
 - Ensure a variety of nutritious and balanced meal options.
2. Food Preparation
 - Coordinate and participate in the preparation of meals for campers and staff.
 - Ensure that food is prepared in a timely and efficient manner.
3. Inventory Management
 - Manage and control kitchen inventory, including ordering supplies and maintaining appropriate stock levels.
 - Monitor and control food costs to stay within budgetary constraints.
4. Food Safety and Sanitation
 - Enforce strict adherence to food safety and sanitation standards in the kitchen.
 - Monitor and maintain cleanliness and hygiene in all kitchen areas.
5. Special Dietary Needs
 - Accommodate special dietary needs or restrictions for campers and staff, such as allergies or dietary preferences.
6. Event Support
 - Assist in planning and executing special events or theme nights that involve food service for summer camp.

Skills:

1. Communication
 - Communicate effectively with camp management, staff, and campers regarding meal schedules, menu changes, and special dietary considerations.
2. Adaptability
 - Be flexible and adaptable to changes in the camp schedule or dietary requirements.
3. Culinary Creativity
 - Bring creativity to the kitchen, introducing new and interesting dishes to enhance the overall camp experience.
4. Collaboration
 - Collaborate with other camp departments to ensure a cohesive and positive camp experience for attendees.

Staff Supervision:

1. Provide training and guidance to kitchen staff on food safety, hygiene, and preparation techniques.
2. Make sure all staff are clocking in and out.
3. Enforce staff to take their mandatory breaks.
4. Create the Schedule for shifts.

Qualifications:

1. Up-to-date food handlers certification.
2. At least a high school education.
3. Strong leadership skills
4. Must be organized.