

PRINGLE CAMP & RETREAT
POSITION: SECOND COOK
RESPONSIBLE TO: HEAD CHEF/CAMP DIRECTOR

JOB SUMMARY: The Second Cook oversees all aspects of kitchen management, food preparation, ordering and menu mp when the Chef is not there. This includes ensuring a nutritious well-balanced menu, making efficient use of resources, staying within allocated budget, and providing excellent service to all campers, staff, guests and volunteers at camp. He/she is responsible for supervision and training of Kitchen Assistants. During the summer, the Second Cook's responsibilities include regular communication and feedback with the Chef, Program Coordinator, Rental Coordinator and Camp Director to ensure the kitchen's smooth integration into the overall camp program and rentals.

PAY: We are currently seeking a Second Cook to work May-August 30, 2017, 32 hours per week primarily Friday, Saturday and Sunday at \$16/hr. Rustic accommodation is provided. However, we may require the Second Cook at other busy times of the year.

ACCOUNTABLE TO: Head Chef and Camp Director for running of operations in the kitchen, adhering to budget, ordering food and supplies and for coordinating food service with program.

JOB RESPONSIBILITIES:

To ensure a quality MENU which meets requirements set by the Canada Food Guide. This involves several aspects:

- designing a menu which meets nutrition standards and provides a variety of meals
- meals that cost within the budget
- menu is to be approved by the Head Chef.

After consultation with the Head Chef, to order food supplies. The Second Cook must develop and maintain an inventory procedure to allow monitoring of all food. An inventory of all kitchen equipment is to be made at the beginning of the year, summer and self catered rentals.

To ensure that the kitchen meets HEALTH DEPARTMENT STANDARDS related to cleanliness.

--Kitchen personnel: personal cleanliness is important. Second Cook must ensure that kitchen staff wear clean clothing covering the body from the shoulders to the knees (but preferably long pants), wash hands before entering the kitchen, wear a hat or other headwear and tie long hair back wearing a hair net if warranted.

--A clean kitchen is essential. The Second Cook will determine the cleaning routine, assigning specific cleaning duties to kitchen staff and will ensure completion of assigned tasks.

- Floor must be washed daily
- dishes done as they are used
- stove, cooler and store rooms cleaned regularly
- walls and windows done when necessary

SUPERVISION: The Second Cook is responsible for supervising and training all kitchen personnel. This includes:

- scheduling hours, including breaks
- creating a team atmosphere
- assigning daily tasks
- ensuring that kitchen staff are on time and working efficiently
- varying the work of the kitchen staff
- supervising volunteer kitchen staff (including volunteers at School Programs)
- evaluating kitchen staff three or four times during the summer.

- Summer Camp Crew Leaders and Crew participants are responsible to the Second Cook with respect to dish washing and kitchen work.
- To wash kitchen linen daily, or ensure that it is done.
- To report required equipment repairs to the Residential Caretaker(s).
- To act as a contributing member of the camp staff, attending staff meetings, and assisting in administrative or operational tasks relating to the total camp operation when requested.
- To be aware of his/her part in emergency procedures, and in operation of fire equipment.
- To familiarize her/himself with Camp Crisis Response procedures, and her/his role in them.
- To understanding the fire extinguishing system in the kitchen and familiarize staff with this.
- To ensure the security of the kitchen.
- Communicating with the Program Coordinator, Rentals Coordinator, Camp Director, Guests and the Camp Parents/Grandparents is very important.
- Check to see if any special foods or arrangements are needed for special diets and provide menus accordingly.
- To maintain an accurate meal count for each day.
- To attend to left over food by dating it and wrapping it securely. To assist the camp in sending excess food where possible to local food banks.
- To ensure that garbage is properly removed and garbage containers are kept clean daily.
- To report at the end of the season on menus, staff evaluations, recommendations, costing, final inventory.
- To deal with any problems with fellow staff members immediately and in such a manner as to gain a positive solution for both parties.
- To monitor your health and sleep so as to ensure completion of your assigned duties.
- To obey all camp rules.

- To model enthusiastic, mature Christian leadership to campers and staff; and ensure all kitchen staff do likewise.
- To be sensitive to and strive toward fulfilling the Mission of the camp;
- To participate in communal sharing of cleaning requirements.
- To carry out other tasks assigned by the Head Chef, Residential Caretaker, Program Coordinator, Rental Coordinator and Camp Director.

Evaluation: A performance evaluation of the Second Cook will be carried out at the end of each camping season by the Camp Director.

TO APPLY: Please send resume and 2-3 references to the Director at director@camppringle.com. Kitchen experience is a must. Kitchen training preferred. You will be required to complete a criminal record check as we work closely with children. We are a no smoking, no drinking and no drug using facility.