

FAMILY YMCA OF MARION AND POLK COUNTIES
JOB DESCRIPTION
YMCA CAMP SILVER CREEK



JOB TITLE: Assistant Kitchen Director/Cook
REPORTS TO: Kitchen Director/Head Cook
FLSA TYPE: Full Time; Seasonal; Exempt
DEPARTMENT: Camping

GENERAL FUNCTION

The Assistant Kitchen Director/Cook works with the Kitchen Director/Head Cook to planning for and prepare meal service in an overnight camp setting . The Assistant Kitchen Director/Cook helps oversee 6-8 kitchen staff to deliver meals in a high-volume kitchen serving meals for up to 225 people three times daily.

ENTRY REQUIRMENTS AND TRAINING

- Age 21 or over by June 1 preferred.
- One years of college or equivalent in camping experience preferred.
- Previous experience as a cook for large groups.
- Possession leadership experience with youth.
- Relate effectively to one's peers and supervisors in an work setting.
- Possess flexibility, maturity, and the ability to to work with a minimum of supervision.
- Good character and ability to act as a role model for youth.
- Current First Aid & CPR Certification.
- Current Oregon Food Handler's Certification.

PRINCIPAL ACTIVITIES

- Under the direction of the Kitchen Director/Head Cook, supervise kitchen staff assigned to kitchen, serving as their leader and mentor and provide ongoing feedback and coaching.
- Maintain kitchen to standards of health codes and cleanliness; maintain temperature charts.
- Develop and implement cleaning and sanitary practices.
- Assist in planning and creating nutritiously balanced camp menu to provide three meals a day.
- Provide inventory reports for ordering.
- Assist with cost management to meet budget requirements.
- Maintain kitchen equipment.
- Supervise all food preparation for three meals a day.
- Work with program staff to coordinate overnight hike food items and other special programming food items.
- Communicate with Kitchen Director/Head Cook on a daily basis about needs of the kitchen.
- Communicate with parents as needed to provide for special diets for campers.

WORKING CONDITIONS

- Physically able to complete all principle activities.
- Able to communicate verbally with staff and to provide instructions.
- Possess visual and auditory ability to respond to critical incidents and physical ability to act swiftly in emergency situations.
- Able to work long hours including nights and weekends.
- Able to work indoors in varying weather conditions (heat, etc) and live in a rustic outdoor setting.
- Able to follow all camp rules and YMCA policies and procedures as outlined in the Staff Handbook.
- May work at another camp location as needed.

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This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.

Employee Name: _____

Employee Signature: _____ **Date:** _____