

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



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

**GENERAL FUNCTION**

The Kitchen Director/Head Cook is responsible for planning for and preparation of meal service in an overnight camp setting. The Kitchen Director/Head Cook oversees 6-8 kitchen staff to deliver meals in a high-volume setting 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**

- 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.
- Plan nutritiously balanced camp menu to provide three meals a day.
- Work with vendors to order food on a twice weekly basis.
- Mange costs of food and meet budget requirements.
- Manage inventory of kitchen equipment and food.
- 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 Camp Director 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:** \_\_\_\_\_