

**POSITION**: Head Cook

**DURATION**: June 27 – August 26, 2022 (9 Weeks)

**OBJECTIVE**: The preparation of meals for campers and staff, as well as operation of the kitchen.

**SUPERVISION**: Hospitality Coordinator / DYS’

**RESPONSIBILITIES**:

* Work with the menu as established by Camp Board Program Committee.
* Responsible for the timely preparation of all meals.
* Responsible for general functioning of the kitchen and staff.
* Ensure compliance with the Canada Food Guide and all other applicable health regulations.
* Responsible for receiving, checking and storing food orders.
* Encourage, mentor and supervise the work of support staff in the kitchen.
* Develop and implement staff training and work schedules in conjunction with the Hospitality Coordinator.
* Assist in the constant cleanliness and sanitation of: freezers, walk-in fridge, stoves and food preparation surfaces.
* Maintain an inventory of supplies and food.
* At the end of the summer camping season, assist the Hospitality Coordinator in making an inventory of supplies and food. Prepare all food supplies for storage.
* Participate in camp cleanup at the end of each camp with emphasis on the cleanliness of kitchen.
* Attend staff devotions when possible.
* Ensure living accommodations is kept clean and tidy.
* Be flexible and have a good disposition.
* Work within the total camp program and cooperate with other staff members.
* Be loyal to the aims, policies and regulations of the camp.
* Maintain a responsible level of maturity and leadership.
* Be familiar with Summer Staff Handbook, and all procedures and resources.
* Perform any task beyond those assigned as required.
* All Staff are required to be in their private quarters by 11:00 pm each night.
* It is understood that the administration reserves the right to dismiss any member of the staff if the best interest of the camp demands it.

**DECLARATION**: As a staff member of The Salvation Army Beaver Creek Camp, I will work to support the mission. I will conduct myself in an honorable manner at all times, according to the standards of The Salvation Army.

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| Staff Member |  | Date Signed |
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| Witness |  | Date Signed |
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| Divisional Youth Secretary |  | Date Signed |