



**Position:** Head Cook

**Goal:** Organize and supervise the staff and operation of the kitchen, dining room and the services they provide.

**Remuneration:** \$927.71 per week, \$1014.75 per week for returning cooks.

**Requirements:**

1. Must possess certification for completing a Food Handler's Course.
2. Must be acquainted with the Saskatchewan Health Regulations for Public Eating Establishments.
3. Be at least 18 years old

**Responsibilities:**

1. Keep the kitchen and dining room clean and sanitary. This includes equipment such as the stove, fridge, and walk-in cooler.
2. Provide direction to cook's helpers and volunteers.
3. Be in communication with the Office Administrator regarding total number of campers/staff and any food allergies prior to the camp session starting.
4. Prepare a menu for each camp (may use existing one if desired), in conjunction with the Food Services Coordinator.
5. See that the front of the cupboards facing the dining area are wiped off after each meal, that the sinks and floor are washed each evening, that kitchen laundry is washed each day, that the BBQ is cleaned after each use, and the grill and stoves cleaned at weeks end so they are ready for use the following week. Utilize helpers and volunteers as needed.
6. Prepare and serve meals within the times specified on the daily schedule.
7. Notify the Maintenance staff as to any repairs that need to be made.
8. Remain flexible to changes in the program and any unforeseen food allergies.
9. Be a spiritual guide and mentor to the kitchen staff.

**Working Relationships:**

1. Report to and work with the Camp Director.
2. Work with the Program Director regarding theme meals and special events.
3. Work with and supervise cook's helpers and kitchen volunteers.
4. Work in cooperation with the Food Services Coordinator on the Camp Board.