



**The mission of DYF is to improve the quality of life for children, teens and families affected by diabetes. The organization provides recreation and education within a supportive community, encouraging personal growth, knowledge and independence.**

## POSITION DETAILS

Position Title:	Head Cook
Reports to:	Kitchen Manager
Functional Area:	Kitchen Team
Employment Status:	Seasonal, Non-exempt

## POSITION PURPOSE

To assist the Kitchen Manager in preparing and serving nutritious meals and in maintaining the cleanliness and sanitation of the kitchen and dish washing area.

## KEY RESPONSIBILITIES

- Assist in the daily operations of the camp food service.
  - Lead the daily food preparation and delegate responsibilities to Assistant Cook and Prep Cooks.
  - Plan all meals and snacks that will be served in camp with help of Kitchen Manager.
  - Assist in the preparation of food as the menu indicates including washing, peeling, and chopping.
  - Set up food, supplies, and utensils for dining hall distribution.
  - Store food and leftovers at proper temperature and in proper location.
  - Supervise and instruct Assistant Cook and Prep Cooks.
  - Assist in the bringing in and storing of food and supplies on delivery days.
- Assist in routine sanitation of the kitchen and related equipment.
  - Clean and maintain all food preparation and storage areas.
  - Supervise the washing of all dishes, utensils, and serving and preparation equipment, according to regulated washing methods and temperatures.
  - Assign and complete daily, weekly and monthly assigned cleaning duties.
  - Reduce waste, reuse items, and recycle as indicated through the camp's procedures.
- Assist in the preparation and packaging of food for use outside the camp dining hall.
  - Work with other staff in reviewing pack-out requests to ensure adequate and accurate amounts and variety.
  - Prepare and store pack-out food according to camp and health code procedures.
  - Advise staff on equipment or preparation materials needed for identified menu choices.
- With Kitchen Manager, plan and implement a 3-day Kitchen Team Training program for all Kitchen Staff.
- With Kitchen Manager, provide verbal and written evaluations to Kitchen Staff.
- Participate as a member of the camp staff team in camp safety functions and mandatory activities.
- The Head Cook works closely with and reports to the Kitchen Manager and through them may relate directly or indirectly to program team members, and counselors in regard to pack outs, serving meals, clean-up, etc. The Head Cook is expected to form positive and professional relationships with all of the camp teams including fellow kitchen team members; counselors, program team members, maintenance team members, participants (both children and adults) and healthcare professional volunteers.

## EQUIPMENT USED

- The Head Cook may be asked to use specific equipment while on or off camp. These include but are not limited to:
  - Dish sanitizer machinery
  - Sink
  - Food preparation tools: knives, knife sharpeners, vegetable peelers and the like
  - Can openers
  - Large food preparation tools: mixers, toasters, ovens, meat slicers and blender
  - Steam line equipment, beverage bar equipment, and salad bar equipment
  - Walk-in freezers and refrigerators
  - Washer and dryers
  - Cleaning tools: mops, brooms, hoses, squeegees
  - Other various kitchen tools and equipment

## STATEMENT REGARDING QUALIFICATIONS

DYF does not expect every applicant to have every skill and qualification listed here, and we are committed to the professional development of our employees. A strong candidate who is interested in growing and learning in this role might be a good fit if they can demonstrate some or most of the qualifications listed below.

## ESSENTIAL QUALIFICATIONS

- Desire to work in the food service area.
- Infant, Child, and Adult CPR with AED Certification.
- First Aid Certification.
- ServSafe Food Handler's Certification.
- Must be 18 years of age or older.
- Knowledge of food preparation and serving, storage of food and dish washing procedures is preferred.
- Experience supervising others in a work environment.

## WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Ability to lift and carry 50 pounds including unloading food, carry trays of dishes, and lifting supplies and equipment as needed.
- Visual ability to identify and respond to environmental hazards.
- Physical ability to operate kitchen equipment according to safe recommended methods.
- Physical mobility and endurance to perform tasks while standing for long periods of time (60 minutes or more).
- Visual ability to determine cleanliness of dishes, food surfaces, and kitchen area.
- Ability to communicate and work with participating groups and provide necessary instruction to campers, volunteers, and staff members in regards to the kitchen and dining hall.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior-management techniques in relation to the kitchen and dining hall.
- Eye-hand coordination and manual dexterity to manipulate and operate kitchen and dish washing equipment.
- Normal range of hearing and eye sight to record, prepare, and communicate appropriate kitchen activities.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers and staff in an emergency including but not limited to: fire, evacuation, illness or injury.
- Willingness to live in the camp setting and work irregular hours with limited or simple equipment and facilities with daily exposure to sun, heat, and animals such as bugs, snakes, bears and bats.
- Full vaccination against COVID-19.

## COMPENSATION

\$25.00 per hour, 8 hour shift per day. \$31 per day deducted for meals and lodging.

## STATEMENT REGARDING INCLUSION

DYF believes that all of our stakeholders deserve access to culturally relevant and inclusive programming. We strive towards fostering a culture where our staff are represented and honored for their identities and lived experiences. We recognize that this work is ongoing, and we strongly encourage people from all backgrounds to join us in this process, particularly people with disabilities, people of color, veterans, and LGBTQ+ community members. The person selected for this role must value and advocate for equity and inclusion.

## TO APPLY

Visit the DYF website at [www.dyf.org](http://www.dyf.org) to submit an application online.  
Please direct any questions about this position to [info@dyf.org](mailto:info@dyf.org)

*This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.*

*DYF is an equal opportunity employer and does not discriminate against applicants or employees with respect to any terms or conditions of employment on account of race, color, national origin, ancestry, sex, sexual orientation, age, religion, creed, physical or mental disability, medical condition, marital status, citizenship, military service status, or any other characteristic protected by state or federal law or local ordinance.*