

Reference: Canyon Church Camp Policy and Procedures Manual

5.12 JOB DESCRIPTION FOR HEAD COOK

Qualifications for Head Cook

1. The Head Cook is responsible to the Board and to the Camp Director. He or she must be at least 18 years of age and be trained in Provincial Food Service Codes and Regulations. A current Standard First Aid certificate will be required.
2. Must satisfy a Category C Level Screening as follows; for any overnight programs and any one-on-one activities:
 - a. Provide a current valid **Criminal Records Check with a Vulnerable Sector inclusion** which is clear of any incidents. Failure to comply will be grounds for refusal to hire and/or immediate dismissal and removal from camp.
 - b. Provide two references.

Job Description for the Head Cook

1. Order and maintain all food and supplies for the kitchen and camp, including the initial order placed prior to camp opening.
2. Ensure that there is sufficient food within budget to feed campers as well as staff on time off.
3. Open and close the kitchen at the beginning and end of the season, with assistance from other staff.
4. Supervise and teach while maintaining a friendly working relationship with the Assistant Cook. Remember “team work” is important for the efficient running of the kitchen.
5. Provide tasty and nutritious meals and snacks, economically, for all rental groups and staff using the principles of Canada’s Food Guide as well as Canada’s Health and Safety Standards
6. Ensure that kitchen, coolers, storage shed and freezer are clean and sanitary at all times.
7. Have a good understanding of the public relations role on behalf of camp when communicating with rental groups, Parks Canada and the general public.
8. Adhere to the Policies and Procedures of Canyon Church Camp and will remain on site unless permission to leave is granted by the Camp Director or Board.
9. Be familiar with Helpful Tips and Advice in Appendix I and with Kitchen Sanitation procedures in Section 12 of the Policies and Procedures Manual.
10. The duties and limitations for this position are as detailed above unless otherwise defined by the Board or Camp Director.