



**CAMP ADAMS**

Outdoor Ministries Program Camp Adams  
Central Pacific Conference  
United Church of Christ

## **HEAD COOK**

**Period of Service:** June 19- August 9, 2024  
Additional time will be compensated for development of menus and review for compliance with federal standards prior to start of camp season

**Compensation:** \$3750.00 stipend plus Room and Board

**Supervisors:** Facilities Manager, Camp Manager

## **POSITION DESCRIPTION**

Working with the site and session directors to provide quality food service for youth summer camp program, while assisting with other facility related aspects of the program. The Head Cook is responsible for all meal planning and preparation, ordering and inventory, cleanliness and organization of kitchen, and following state licensing compliance standards for each summer camp session during term of hire. Must hold current Food Manager certification.

## **POSITION DUTIES**

- Oversee operation of kitchen
- Plan all summer camp menus according to the *US Department of Health and Human Services/US Department of Agriculture, Dietary Guidelines for Americans 2015-2020*
- Ensure compliance with dietary restrictions for campers and staff
- Prepare all necessary meals and snacks for summer camp sessions
- Ensure compliance with local and state standards for licensing
- Order and maintain inventory of food and supplies
- Maintain cleanliness and organization throughout the kitchen
- Follow proper sanitation and safety procedures
- Assign and delegate tasks to assistant cooks and kitchen assistants
- Assist in recruitment, training, support, supervision, evaluation and providing continuing education for all kitchen staff
- Coordinate kitchen schedule with site staff schedule.
- Assist with enforcing and implementing camp safety standards and emergency procedures.
- Assist with the cleaning of the camp kitchen common areas during weekly site cleaning.
- Complete other tasks related to the implementation of a quality youth summer camp program, as assigned.

**Camp Adams is alcohol, tobacco and drug free.  
Employees of Camp Adams are at will employees.  
Camp Adams is an equal opportunity employer.**