

CAMP GOOD NEWS

CULINARY DIRECTOR - JOB DESCRIPTION

OVERVIEW

The Culinary Director works under the direction of the Facility Director and the Executive Director in taking care of the dining needs of the camp. Jobs could include, but not limited to, ordering food, creating menus, keeping track of meals and nutritional information, help with preparing meals, snacks, and cleanup in the kitchen/dining area. This position is fairly flexible as long as meals are ready on time each day according to that week's schedule.

QUALIFICATIONS

The Culinary Director should:

- Be at least 18 years of age.
- Have had experience in working in a kitchen setting.
- Dependable with a strong work ethic and is able and willing to follow an exhausting weekly schedule yet flexible when needed.
- Be highly detailed and a self-starting individual.
- Be able to routinely and efficiently manage mealtimes, while working with other cooks and teen helpers in the kitchen
- Have customer service skills; Must be able to quickly build and maintain relationships.
- Be proficient in ordering as well as preparing meals
- Have a true servant's heart; someone who anticipates needs and acts without being asked.

REQUIREMENTS

Before first camp begins:

- Complete a summer staff application for Camp Good News.
- Complete all necessary paperwork for working at Camp Good News after hired.
- Work with the Facility Director and Program Director (previous Culinary Director) to order meals for the first weeks of camp.
- Willing to complete the training for a Food Handler License and Food Manager License (Reimbursement for test cost will be given once all summer camping have been worked)
- Commit to 10 weeks of camp ministry with the possibility of less weeks depending on attendance.

During each week of summer camp:

- Track number of meals served for our Summer Food Service Requirements.
- Keep track of menus and nutritional values of each meal for our Summer Food Service Requirements.
- Work in the kitchen/dining area, cooking, cleaning, helping with the preparation of meals, and anything assigned by the Facility Director or Executive Director.
- Work as a team with the day and evening cooks as well as the teen kitchen workers.
- Work to develop a team spirit and focus with the rest of the summer staff by loving and serving one another.
- Share concerns or ideas about any aspect of the camp program respectfully with the Executive Director. Refrain from gossip by talking to others about an issue of concern. Seek to contribute positively to the quality of the overall camp program.
- If a problem or disagreement arises with another staff member, first talk with the other person, then, if needed, talk to the Executive Director. Do not talk to anyone who is not a part of the problem or solution.
- Take an hour break each day.
- Do not invite anyone to visit you at Camp Good News without first informing and receiving permission from the Executive Director.

- You are allowed to keep your cell phone with you, but please do NOT use it in front of campers. As well, give the Executive Director and Facility Director your number so that they may contact you in case of emergency.
- Do not consume any alcohol, drugs or tobacco while on the grounds of Camp Good News.
- Do not use profanities or degrading talk while on the grounds of Camp Good News.
- Please dress appropriately for working with children in a Christian environment.

SALARY

- \$400 gross weekly pay.
- Food and any needed housing is included during all Camp weeks at Camp Good News

SCHEDULE (WITH REQUIREMENTS)

- Each week of camp starts with a 5pm supper on Sundays beginning on May 29th and concludes with a 1pm lunch on Fridays ending on August 5th.
- After lunch on Friday and before dinner on Sunday, no meals are served. (with the exception of Training School)
- The 2 weeks of Training School schedule: There will a small group of just the directors (around 20ish people) for supper on June 5th, and breakfast and lunch, June 6th. Then everyone else will arrive for dinner on June 6th and go through the whole week and into the next. It will end with a large hot dog celebration lunch on June 17th.

I have read and agree to follow this job description and understand that failure to do so will result in a warning and the second time dismissal for the summer.

Culinary Director Printed Name

Culinary Director Signature

Date