

MILL CREEK CAMP
BOX 132
PINCHER CREEK, AB
T0K 1W0



Job Title: **Head Chef**
Incumbent:
Classification: **Seasonal**
Reports to: **Food Service Manager**

Position Purpose:

To assist the Food Service Manager in providing nutritious, well-prepared meals, which are served to all campers, staff, and guests.

Essential Job Functions:

1. Assist in the daily operations of the camp's food service.
 - ♦ Prepare and cook food as the menu indicates utilizing frying, boiling, broiling, steaming, roasting of meat, poultry, seafood, fish, vegetables, salads, soups, and gravies.
 - ♦ Prepare foods including washing and peeling.
 - ♦ Bake breads, pastries, muffins, etc.
 - ♦ Set up food, supplies, and utensils for dining hall distribution.
 - ♦ Store food and leftovers at proper temperature.
2. Assist in routine sanitation of the kitchen and related equipment.
 - ♦ Clean and maintain all food-preparation and storage areas.
 - ♦ Supervise the cleaning of prep, serving, and dining hall dishes.
 - ♦ Reduce waste, reuse items, and recycle as indicated through the camp's procedures.
3. Work as a member of a food service team.
 - ♦ Coordinate schedule and job tasks with food service manager, sous chef, dining hall manager, and kitchen assistants.
 - ♦ Assist with supervising or directing the work of the sous chef and kitchen assistants.

Other Job Duties:

Manage the laundry needs of the kitchen materials, as required.

Coordinate special events and requests with the Program Director and staff

Relationships:

Cooks have a designated relationship with the executive and associate directors and the food service managers, and through them may relate directly or indirectly to program staff and cabin leaders related to integration of the food service in the mission and program goals of the camp. Head Chefs will often have direct communication with the health care manager related to dietary needs of campers and staff.

Equipment Used:

Commercial Propane stove-top and oven

Commercial Propane convection oven

Tools required for general food preparation: knives, forks, spoons, spatulas, etc.

Automatic Mixers & food processors

Meat slicer

Commercial fridge/freezer/cooler

Commercial Dishwasher

Qualifications: *(Minimum Education and Experience)*

- ♦ Experience in institutional or food service setting. Food Safe Certification
- ♦ Desire to work in the food service area.
- ♦ Knowledge of standards of food preparation and serving, storage of food, and kitchen procedures.

Knowledge, Skills, and Abilities:

- ♦ Knowledge of current health and safety laws and practices is essential.
- ♦ Knowledge of and experience in preparation of special dietary foods including vegetarian, vegan, gluten free, nut free and lactose free foods.
- ♦ Knowledge of food service sanitation.

Physical Aspects of the Job:

- ♦ Ability to lift and carry 50 pounds including unloading food, supplies, and equipment as needed.
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards of the site and facilities and camper and staff behavior.
- ♦ Physical ability to operate kitchen equipment according to safe, recommended methods.
- ♦ Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more).
- ♦ Ability to provide first aid and to assist campers and staff in an emergency.
- ♦ Determine cleanliness of dishes, food surfaces, and kitchen area.
- ♦ Ability to assess condition of food.