



Bayside Camp and Retreat

Position Description | Cook

Position Purpose:

To provide nutritious, well-prepared snacks and meals to the campers and staff, and manage the kitchen team of staff and volunteers to provide food services. Also required to maintain the cleanliness of the kitchen, dishroom and dining hall.

Essential Job Operations:

1. Daily operations of camp's food service
 - a. Prepare menu and food orders in consultation with Executive Director
 - b. Prepare and cook food as the menu indicates utilizing frying, boiling, broiling, steaming, roasting of meat, poultry, seafood, Fish, vegetables, salads, soups and gravies.
 - c. Prepare foods including washing, peeling, defrosting, etc. Bake cookies, muffins, etc.
 - d. Set up food, supplies and utensils for dining hall distribution.
 - e. Store food and leftovers at proper temperature.
 - f. Prepare and serve campfire snack.
 - g. Ordering and managing supply of all food and kitchen products
 - h. Directing and managing kitchen volunteers

2. Assist in routine sanitation of the kitchen and related equipment.
 - a. Clean and maintain all food-preparation and storage areas.
 - b. Supervise the cleaning of prep, serving and dining hall dishes.
 - c. Ensure that the dishroom is kept clean and that prep dishes do not pile up.
 - d. Reduce waste, reuse items and recycle according to Nova Scotia waste management guidelines.
 - e. Check temperatures and record on a sheet posted on each refrigerator and freezer.
 - f. Ensure that the kitchen meets regulations and safety standards in accordance to food safety legislation
 - g. Thoroughly clean the entire kitchen regularly (at least twice a week)



Employment Details

Weeks of Work:	8-14
Start Date:	TBD
End Date:	August 28, 2023
Staff Training Dates:	Highly recommended conference weekend: May 10-12 Mandatory staff training: May 24-26, June 7-9
Gross Salary:	Base Rate: \$450/week

Requirements/Skills

- At least 21 years of age
- Current Food Safety (Handler's) Certificate
- Previous cooking/kitchen experience is an asset
- Current CPR C and Standard First Aid
- Previous camp experience preferred
- Ability to work with children and adults
- Familiarity with current Canada Food Guide recommendations
- Flexibility to deal with changing schedules, picky eaters and meet special dietary concerns

Other Responsibilities

- Prepare meals for up to 170 people at a time and serve and clean up after preparation.
- Supervise campers and staff in the preparation, serving, and clean-up of all meals and snacks
- Help maintain the organization and inventory of food supplies in the food storage areas
- Clean and close up the kitchen and fridges at the end of each week
- Work well with the Cook Assistant
- Must have food prepared at scheduled times
- Attend prayer times and Bible studies that are in accordance with Bayside Camp's Statement of Faith
- Carry out other duties as assigned by Director

Relationships/Accountability

Reports to: Executive and Associate Directors
Peer Relationships: Assistant Cook, Camp Staff
Internal Relationships: Camp staff, campers
External Relationships: Parents, Campers