



JOB DESCRIPTION

Job Title: Head Cook

Job Category: Full Time, Temporary

Supervisor: Education Director and Youth Camp Coordinator

Purpose of the Role: The Head Cook provides the responsibility of on-site camp facility head cook to maintain a clean, attractive and safe environment for all users of Montana Farmers Union Camp. Associated duties will include ordering supplies, maintaining inventories and required record keeping. Montana Farmers Union requires the Head Cook to maintain acceptable levels of neatness and cleanliness of self and kitchen environment. The Head Cook will be a good ambassador for the Farmers Union Educational program at all times.

Supervision: The Head cook will be under direct supervision of the Education Coordinator and Youth Camp Coordinator. The Education Coordinator is responsible for facility management and operating procedures at Camp.

Key Responsibilities:

- Maintain a sanitary and safe environment for food handling, serving, and storing food
- Prepare weekly meal plans
- Follow a budget
- Plan appropriate food quantities of nutritious and healthy meals
- Occasionally prepare meals for special dietary needs and food allergies
- Monitor food inventories and prepare weekly orders
- Minimize waste on food, supplies, and equipment
- Provide direction to kitchen crews; including campers with food preparation and cleanup
- Identify health, fire and safety hazards and inform youth camp director and camp caretaker to act on hazards immediately
- Keep all equipment clean and in good working condition, properly stored and used only for the intended purposes
- Maintain the kitchen area by keeping all surfaces (walls, counters, equipment and floors) sanitized and free of clutter
- Practice energy conservation for the camp kitchen
- Establish good relations with camp members and staff associated with camp
- Ensure security, integrity and confidentiality of data and information
- Occasionally work with members of the summer staff on specific tasks regarding the general operation of camp
- Submit required weekly reports and time sheets bi-weekly
- Other duties as assigned



Knowledge, Skills and Abilities:

- Must be experienced in general institutional or catering food service
- Knowledge in federal, state and local food service laws and standard of operations
- Knowledge in ordering, inventory, budgeting, cleaning and institutional food equipment maintenance
- Demonstrate record keeping skills
- Possess effective written, verbal and interpersonal communication skills
- Ability to meet deadlines and provide weekly updates
- Work with all skill types and levels of personnel and members

Educational Requirements:

- The Head Cook shall have a high school diploma or equivalent
- The Head Cook is required to obtain CPR and First Aid certification
- The Head Cook must maintain a valid U.S. driver license
- Participation in staff training is required and compensated

Working Conditions:

- Occasional travel
- Strict seasonal schedule; day, evening and week-end work
- Housing and meals included onsite at Montana Farmers Union Camp

Salary

- \$200-\$250 Depending on experience