



**YMCA CAMP SEQUOIA LAKE**  
Golden State YMCA  
Job Description

Position: Family Camp Head Cook

Grade: Summer Seasonal

Supervisor: Family Camp Director

Dates: June 2nd - August 10th (Performance-based contract extensions available.)

Position Purpose:

The Head Cook will run the Tulequoia dining hall. They will lead a team of cooks and others to provide high quality, nutritious, efficiently prepared food for staff and campers. The Head Cook provides mentorship and support to kitchen staff, ensures stock rotation, completes food inventory and ordering. The position also requires excellent customer service, interpersonal, organizational, and teamwork skills.

Essential Job Functions:

- Meets regularly with the Family Camp Director to discuss meals, ordering, staff, etc.
- Provides solutions-oriented recommendations about improving efficiency and cost effectiveness.
- Guide the daily operations of the camp food and dining service including facilitating communication between the kitchen and dining room.
- To use math skills for scaling recipes, measuring, weighing, time and temperature conversions, estimating and controlling portions and tracking food used, consumed and wasted.
- To use and maintain commercial equipment.
- Train and supervise all kitchen staff.
- Keep track of food, equipment, and supply inventory.
- Supplements menu by utilizing leftovers.
- Provide positive, friendly communication with campers and staff.
- Abilities to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and follow through on proper staff discipline when necessary.
- Assist in the daily operations of the camp's food service.
- Prepare and cook food as the menu indicates.
- 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.
- 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.
- Work as a member of a food service team.
- Coordinate schedule and job tasks with other cooks and kitchen assistants.
- Assist with supervising or directing the work of the kitchen assistants.
- Comprehensive knowledge of current health and safety laws and practices and the ability to translate them to others while enforcing their implementation.
- Comprehensive knowledge of and experience in preparation of special dietary foods including gluten free, allergy restricted, and vegetarian/vegan foods.
- Comprehensive knowledge of food service sanitation procedures.

Equipment Used:

Computer, industrial stove, oven, convection oven, mixer, sink, dishwasher, refrigerator, freezer, microwave, sharp knives and utensils, cleaning chemicals, etc.

Physical Aspects of the Job:

- Ability to lift and carry 50 pounds including unloading food, supplies, and equipment as needed.
- To use visual and auditory senses to identify and respond to problems and hazards in the kitchen.
- 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).
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist staff and campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain a rigorous summer schedule.
- Determine cleanliness of dishes, food surfaces, and kitchen area.
- Ability to assess condition of food.
- Must arrive ready to work on time.
- Maintain high standards of personal hygiene, grooming of hair, hands, finger nails, clean and appropriate clothing, shoes, hats, apron, and gloves, and a willingness to conform to strict dress codes and uniforms

Minimum Requirements:

- Current Servsafe Certificate that is presented at time of hire for display and employee file.
- Minimum age of 21.
- CPR/First Aid Certification preferred.
- Strong willingness and desire to work with diverse populations.
- Ability to communicate in an effective, timely, and positive manner.
- A thorough understanding of Food Safety and Sanitation practices and regulations.
- Stamina to work long hours, standing.
- MUST have a positive “can do” attitude, patience, enthusiasm, and integrity.
- Ability to manage multiple tasks and to be accountable.
- Must submit self-reported health history form and immunization record prior to first day of work. All submissions will be reviewed by the medical supervisory team.
- Must pass a criminal background check and drug screening.
- Must be able to adhere to the YMCA’s zero-tolerance drug, alcohol, and tobacco policy.
- The ability to take initiative and work both as a team and independently.

Diversity and Inclusion Statement

The Y is made up of people of all ages and from every walk of life working side by side to strengthen communities. Together we work to ensure everyone—regardless of gender, income, faith, sexual orientation or cultural background—has the opportunity to live life to its fullest. We share the values of caring, honesty, respect and responsibility—everything we do stems from it. This applies to our hiring practices and how we serve our participants.

I have read the requirements stated in this job description and by my signature below indicate my understanding of these requirements

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_