Camp UniStar

Belonging at Camp, Cherishing the Island, Inspiring Action in the World.

Position: Lead Cook
Reports to: Camp Director

Summary:

The remoteness of the camp provides a wonderful getaway from the hustle and bustle of everyday life and an exciting challenge for kitchen staff looking to create three delicious, large-scale meals a day. The lead cook is the backbone of the kitchen offering their expertise and creativity to create small, special dietary dishes as well as large production, camper favorites. Are you ready to test your limits and try to make something that people will love from simple ingredients?

Purpose:

The purpose of the Lead Cook role at Camp UniStar is to assist the food service director in the day-to-day operations of the kitchen with the more general purpose of preparing and serving healthy and tasty meals to campers and staff.

Responsibilities and Duties:

The Lead Cook is responsible for providing reliable, skilled, and knowledgeable help to the food service director in all areas relating to the kitchen. As reflected in the staff compensation scales, this job involves "additional responsibilities" to support and lead activities that enrich the camper experience, and contribute to camp's smooth operation. Approximately 75% of the Lead Cook's time will be spent working on shifts related to the primary responsibilities listed below. Additional responsibilities not outlined in the secondary responsibilities section below may be required as deemed necessary by the Camp Director.

Primary Responsibilities:

1. Lead meals
    a. The Lead Cook is responsible for being the lead cook on a number of meals throughout the week as assigned. Those meals will mostly be breakfast and supper meals.
    b. The Lead Cook is the emergency fill-in for meals that require extra preparation or for staff who fall behind in meal preparation and need additional help.
2. Kitchen Inventory
    a. The Lead Cook may occasionally help with ordering at the food service director's request.
    b. The Lead Cook will likely also be charged with keeping inventory of various food items and kitchen products.
3. Staff & volunteer training and oversight
    a. The Lead Cook is a reference for other staff and volunteers working in the kitchen, available to answer questions and provide suggestions.

    b. The Lead Cook will often be responsible for leading staff or volunteers through special kitchen projects.
    c. The Lead Cook may occasionally be called upon to provide volunteers with a kitchen orientation and therefore must know how to operate kitchen equipment safely.
4. Special dietary needs
    a. Camp UniStar is particularly focused on and attentive to the special dietary needs of campers. The kitchen staff, including the Lead Cook, will often need to find alternative menu items and prepare special dishes in addition to the main camper meal.
5. Help food service director with menus
    a. At the food service director's request, the Lead Cook may help with menu planning.
6. Miscellaneous
    a. The Lead Cook may be charged with some miscellaneous tasks such as special cleaning projects, doing the laundry, and in cooperation with the naturalist and maintenance supervisor, overseeing care of the garden.
    b. In the event of an emergency, the Lead Cook is expected to be familiar with all kitchen safety protocols. In addition, the Lead Cook must know the appropriate steps to be taken in the event of a power outage.
    c. The Lead Cook has the overall responsibility along with the food service director of making sure the kitchen facilities are clean, fully functional, and well attended to. The Lead Cook may be called upon for extra assistance prior to the health inspector's arrival.
    d. Finally, in absence of a food service director, the Lead Cook will be expected to take charge of kitchen operations according to specifications left by the food service director.

Secondary/Additional Responsibilities:

Like all other staff, the Lead Cook will participate in weekly all-staff duties and in relevant staff training as determined by the Camp Director.

1. Weekly all-staff duties

   The Lead Cook will participate in staff meetings, Saturday all-camp meetings, Saturday cleaning (kitchen-based), food unloading (FSA shift), organization and off-loading of trash and recycling (prep-town-run shift), welcoming and engaging with campers of all ages, and participating in other duties as outlined in the staff handbook.
2. Other duties as assigned

   The Lead Cook is also responsible for a range of other duties, including working shifts on the waterfront, with volunteers, and with the youth and children's programs. In coordination with and per the discretion of the Camp Director, these and other tasks may be assigned to fulfill the needs of the camp community.

Qualifications:

- 18 years of age or older
- Valid driver's license
- Valid Minnesota Watercraft Operator's Permit
- CPR, First Aid, Lifeguarding and AED certifications preferred
- Food Handler certification
- Have lived independently for at least 8 months, or can show independent living skills
- Comfortable in a rustic setting
- Experience in supervising others, especially peers, is desirable
- Familiarity with food allergies and common special dietary requirements
- Safety conscious
- Able to enforce kitchen policies
- Skilled in baking and cooking
- Willing to work closely with the food service director
- Self-motivated, hard-working, team player
- Flexible in regards to working hours and a shared living space
- Ability to observe camper behavior, assess its appropriateness, and enforce appropriate safety regulations and emergency procedures

Physical Requirements:

The physical requirements of a Lead Cook position include endurance including prolonged standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate program equipment and activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper and staff activities/programs.

Compensation:

Commensurate with experience, includes room and board at camp, one day off weekly, additional two personal days per season. Paid sick leave is determined by the Camp Director. All staff must provide their own health insurance.