

Redwood Adventure Camp – Job Description

Position: Kitchen Manager

Desired Qualifications

- Experience as cook and/or assistant cook, preferably at a camp
- Supervisory skills
- Ability to work well with others at camp
- Knowledge of standards of food preparation and serving, and kitchen procedures

Responsible to: Summer Administrator

General Responsibility

To plan, direct, and supervise camp's food service.

Specific Responsibilities

1. Supervise and coordinate activities of cooks and other central staff personnel working in the kitchen.
2. Train kitchen staff.
3. Estimate needs, order, receive, and store foodstuffs and supplies.
4. Plan menus and utilize leftovers.
5. Supervise kitchen staff, cooking, cleanliness, and proper care of kitchen equipment and facilities.
6. Coordinate and participate with the cooks and other personnel engaged in food preparation.
7. Supervise the cleaning and preparation of food service areas for use at the beginning of the season. Close kitchen down for off-season.
8. Supervise thorough cleaning of kitchen between sessions, Open House, training programs and other camp programs
9. Evaluate current season and make recommendations for following season.

Essential Functions:

- Operate dishwasher while maintaining appropriate temperature
- Determine cleanliness of dishes, food contact surfaces, and kitchen area
- Assess condition of food
- Use kitchen equipment safely
- Train and supervise kitchen staff

Time off

At least one period per day to be determined by the needs of the kitchen