



# Head Cook Job Description

## Sons of Norway Fifth District Norwegian Heritage Camp

### **Description:**

Masse Moro Norwegian Heritage Camp (a Sons of Norway Fifth District program), is looking for a Camp Head Cook for a full time, highly intensive 16 day position. The position runs from July 14, 2017 in the afternoon through July 29, 2017 in the afternoon. The position totals approximately 115 hours within that time frame – long days, but breaks are built into the day, with a typical day running from approximately 6:00 a.m. to 7:00 p.m., with a long afternoon break. There are no days off in this 16 day period, unless arranged with Camp Administrator or Camp Director – an evening off can be arranged. The Head Cook may help to hire up to 2 additional kitchen staff to assist with daily functions.

Masse Moro is a not-for-profit program that is attended by approximately 70 campers and 20 staff members, and is a long-standing program in its 37<sup>th</sup> year at the Beaver Creek Nature Reserve youth camp in Fall Creek, WI.

### **Qualifications**

1. Bachelor's degree earned, or in final year working on degree, with specialization in Food and Nutrition (or commensurate experience in food service management and/or quantity food preparation)
2. Must be at least 20 years of age
3. Must be well versed in the food safety laws of the state of Wisconsin
4. School Nutrition Association (SNA) certification is a plus, but not required
5. Other Dietary/Nutrition Certification(s) strongly desired, but not required
6. Experience with quantity cooking at a camp, resort or public or private institution (must provide references and resume relevant to this experience)
7. Experience with planning menus and ordering supplies for between 50-100 people for multiple meals and snacks per day
8. Knowledge of sanitation practices and procedures as mandated by the State Health Code
9. Interest in preparing ethnic foods (Norwegian)

### **Compensation**

Starts at approximately \$16.00 / hr – Negotiable DOQ, includes room and board for the camp session, and mileage during camp to shop for supplies. (Compensation is established based on experience and qualifications)

### **Reports to:**

The Camp Administrator(s) and Camp Director(s)

### **Responsibilities:**

1. Manage a small staff of 2-3 assistants, and occasional volunteer support
2. Ability and interest in working with a team of young adults (staff) and children between the ages of 9-15 (campers)
3. Prepare and implement a system for food production. Specifically, manage the preparation of food within an established production system following

- standardized recipes, preparation and service methods and food handling techniques to ensure acceptable nutrition standards.
4. Supervise and support kitchen and cafeteria on a regular basis, checking that high standards of health and safety are maintained and recommend improvements in operations.
  5. Plan the camp menu by promoting and including quality and nutritional food preparation in accordance with state/federal guidelines.
  6. Purchase and maintain an inventory of all foods, supplies and equipment, through our vendor Sysco, and from local grocery or Sam's Club as needed.
  7. Administer personnel policies and evaluate all food service employees.
  8. Maintain cleanliness in the kitchen at all times.
  9. Other duties as assigned.

### **Essential Functions**

- Emotional resiliency and cognitive abilities to carry out job responsibilities
- Ability to establish and maintain appropriate professional relationships
- Interpersonal skills to interact effectively with individuals and groups respecting social and cultural diversity and to maintain appropriate boundaries.
- Ability to assist campers in an emergency (fire, evacuation, illness, injury)
- Possess strength, physical ability, and endurance to maintain an active kitchen for long hours daily
- Observe camper behavior, assess its appropriateness and apply appropriate behavior-management techniques, and/or notify counseling staff.
- Ability to stand, walk, use hands/fingers (dexterity), hear and listen, sit, stoop, kneel, crouch, and lift up to 25 pounds as needed
- Work in extreme heat
- Reach with hands and arms
- Work with chemicals
- Work with noise
- Operate kitchen equipment safely
- Determine the cleanliness of dishes, food contact surfaces, and kitchen area

### **EEO Statement**

Sons of Norway Fifth District Heritage Camp Masse Moro is an equal opportunity employer and equal opportunity educator. Masse Moro is fully committed to equal opportunity in employment decisions and educational programs/activities, in compliance with all applicable federal and state laws, for all individuals without regard to race, color, national origin, religion, sex, disability, age, sexual orientation, marital status or status with regard to public assistance.

Employment offer is dependent on completion of a full criminal background check.

### **Contact:**

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