



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

FAMILY YMCA OF MARION & POLK COUNTIES
PO BOX 110, Salem, OR 97308
503.581.9622 | www.theYonline.org

JOB TITLE: Kitchen Director/ Head Cook
DEPARTMENT: Camp
REPORTS TO: Camp Director/ Camping Services Director
LOCATION: Camp Silver Creek
STATUS: Salary, Exempt
PAY RATE: \$650/week

Position Summary:

The Kitchen Director/Head Cook is responsible for planning for and preparation of meal service in an overnight camp setting for up to 225 people three times daily. The Kitchen Director/Head Cook oversees a kitchen staff of 6-8 in a high-volume kitchen.

Entry Requirements:

- Age 21 or over by start of camping season preferred.
- One years of college OR an equivalent in camping work experience preferred.
- Previous experience as a cook for large groups.
- Prior leadership with groups of children at camps, youth groups, education settings, or community groups.
- Supervisory experience, especially with one's peers, preferred.
- Ability to understand the needs of campers and place campers' needs and camp's needs ahead of personal needs.
- Ability to relate to one's peers, supervisors, and children effectively.
- Ability to work in outdoor environment and display an appreciation and understanding of the natural environment to campers.
- Possess flexibility, maturity, and the ability to work with a minimum amount of supervision.
- Enjoy working and interacting with people of all types and ages, with a special emphasis on children, modeling and utilizing the important core value of caring, honesty, respect, and responsibility.
- Excellent communication (written and verbal) and interpersonal skills are vital to this position.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Must be CPR and First Aid certified or willing to become certified within the first 30 days of employment. (Certification classes available upon employment.)
- Current Oregon Food Handler's Certification.



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Essential Functions:

- Supervise kitchen staff assigned to kitchen, serving as their leader and mentor, providing ongoing feedback and coaching.
- Maintain kitchen to standards of health codes and cleanliness; maintain temperature charts and all other required documentation.
- Develop and implement cleaning and sanitary practices.
- Plan a nutritiously balanced camp menu to provide three meals a day.
- Work with vendors to order food on a twice weekly basis.
- Manage costs of food and meet budget requirements. Calculate food costs (cost per plate) for future Kitchen Directors to compare.
- Develop and implement procedures to reduce food waste. Coordinate donation of excess food at end of summer to area organizations.
- Manage inventory of kitchen equipment and food.
- Supervise all food preparation for three meals a day.
- Work with Outdoor Skills Director to coordinate wilderness overnight and other special programming food items.
- Communicate with Camp Director daily about needs of the kitchen.
- Communicate with families as needed to provide for special diets for campers.
- Assist in any area of camp as directed, providing coverage for cabin groups as needed.
- Be in attendance at the weekly 12:00 PM Sunday program staff meeting and 12:30 PM staff meeting.
- Participate in all courses, activities, classes, training, and planned sessions during the weeks of pre-camp.
- Work with Camp Director and Camping Services Director to help design and implement staff training.
- Follow all Standards set forth by the ACA (American Camping Association) and applicable local and state laws and regulations relating to food service.
- Create and maintain a harmonious, positive working relationship with fellow staff, YMCA Camp Silver Creek campers, participants, and the entire camp community.
- Demonstrate commitment to quality, the core values of the YMCA, and joy in working with youth of all ages.
- Consistently provide friendly, courteous assistance exceeding customer expectations every day.
- Support and contribute to a safe, clean camp environment for staff and guests.
- Maintain knowledge of association policies and procedures, risk management and safety practices, and applicable laws.
- This position is responsible for supporting the overall association's initiatives through camp.
- Ability to work independently, organize and prioritize tasks and communicate effectively.



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Work Environment & Physical Demands:

- Physically able to accompany campers to and participate in all camp activities.
- Able to communicate verbally with campers and to provide instructions.
- Possess visual and auditory ability to respond to critical incidents and physical ability to act swiftly in emergency situations.
- Able to observe camper behavior, respond to health and safety concerns and deal appropriately with camper behavior.
- Able to work long hours including nights and weekends.
- Able to work outdoors in varying weather conditions (rain, heat etc.) and live in a rustic outdoor setting.
- Able to follow all camp rules and YMCA policies and procedures as outlined in the Staff Handbook.
- May work at another camp location as needed.