

CANOE ISLAND FRENCH CAMP

JOB DESCRIPTION: CHEF / KITCHEN MANAGER

General responsibilities:

To cook for up to 75 participants, both summer campers and adult event participants, to manage inventory, ordering, menu planning and training and supervision of kitchen staff.

Authority/Accountability:

Authority to carry out this activity within the framework of the camp's general policies and procedures as outlined in staff training and pre-camp materials; accountable to the Executive Director.

Specific Duties:

1. Oversee all kitchen operations and understand dining hall operations
2. Prepare nutritious, from-scratch breakfasts, lunches and dinners, using French recipes often.
3. Supervise menu planning, recipes and ordering based on CIFC meal plan.
4. Train and supervise baker, chef and kitchen assistants
5. Meet with Program Director/Assistant Director weekly to go daily schedules, allergies, birthdays, special meals, etc.
6. Maintain a friendly, polite, supportive kitchen environment
7. Organize and review dry storage and cooler to plan menus and place orders
8. Break down meats and prepare stocks and broths
9. Present food in an appetizing and pleasing manner.
10. Supervise cleaning of kitchen and pantries, coffee area
11. Meet budget of \$11 per paying person per day, -- with 50 campers = \$550 per day, \$3850 per 7-day week.

Essential Functions:

1. Physical ability to perform the job as outlined
2. Physical ability to lift 50 pounds using both hands
3. Ability to communicate orally and in writing effectively with campers and fellow staff
4. Visual skills to recognize hazards in the kitchen and dining hall.
5. Auditory ability to respond appropriately to hazards and any camper concerns

Minimum Qualifications:

1. Be at least 21 years of age
2. Have at least 5 years professional chef and management experience, and cooking school training
3. Know and follow Washington state food handling rules
4. Have or obtain WA State Food Handlers Permit
5. Working knowledge of slicer, Hobart, processors, grill, convection oven
6. Have a good work ethic
7. Be able to work positively with Directors, other kitchen staff, other staff
8. Enjoy working around children
9. Be able to work well under pressure
10. Have clean personal hygiene; hair tied back as necessary
11. Wear clean clothes; no shorts, no open-toed shoes; no jewelry
12. Interest in French cooking
13. Some knowledge of French language preferred