



YMCA OF GREATER VANCOUVER

YMCA CAMP DEKA

POSITION DESCRIPTION

## HEAD COOK

REPORTS TO: CAMP DIRECTOR

### POSITION PURPOSE

The head cook is challenged to produce quality meals, ensure Agency, Health Board and Food Safe standards, meet budget, and create a rewarding work environment. It is very important that the cook understand that conflict or problems must be resolved with patience, teamwork, positive leadership and two-way communication.

### GENERAL DUTIES AND RESPONSIBILITIES

YMCA Camps programming is based on the building of a camp community. The camp community is intended to provide opportunities for growth and learning for all members. Staff at YMCA Camp Deka are responsible to not only be a part of the camp community, but also to guide campers in understanding what it means to be a part of a YMCA Camp. This will be accomplished in a number of ways, not limited to:

- Role modeling appropriate behaviours
- Role modeling respectful and caring relationships with staff and campers
- Understanding that each staff members' role in the camp community is to serve our clients (campers) and to assist other staff in serving campers.
- Understanding that the greater good of our client's experience must be at the forefront in every decision made.
- Teach and role model the core values of the YMCA
- Read, understand, teach and enforce the policies of the YMCA and YMCA Camps

### SPECIFIC DUTIES AND RESPONSIBILITIES

The Head Cook will be responsible for administration, cooking, and Health Regulations as they relate to the kitchen. Supervising the kitchen staff, the Head Cook is expected to:

- Track food expenditures and orders to maintain budget allotment.
- Prepare three meals a day for 40-60 people based on a pre-determined two week menu plan
- Communicate with Food Service Provider and order all food and supplies every week
- Oversee food pickup and stocking of incoming food
- Help maintain constant state of cleanliness in all food services areas
- Oversee cabin groups pack food for overnight out trips
- Ensure FOODSAFE standards are being met at all times
- Ensure that all camp policies are enforced as they relate to kitchen operations and staff.
- Ensure the YMCA Camps Food Service and Food Handling Guidelines are being followed
- Ensure that facilities and equipment are properly maintained
- Ensure that dishes, pots, utensils, surfaces, floors, structures and coolers are all properly cleaned on a daily basis
- Provide kitchen staff with a minimum of two written performance evaluations.
- Ensure that all kitchen staff are properly disposing of waste into the appropriate bins.
- Ensure that kitchen staff are adhering to the health board dress code (i.e. long pants, closed shoes, clean clothes, apron, hair net, etc.).

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The Head Cook may be asked to assist in duties not listed above. The YMCA expects the support of all staff members in fulfilling objectives that may not be specific to this position.

**QUALIFICATIONS/EXPERIENCE**

- Food Safe Level 1 (Level 2 preferred)
- Current Standard First Aid and CPR-C
- Experience working with young adults and youth an asset

**COMPETENCIES**

- Coaching and Development: Commits to assisting participants, volunteers, staff and self in continuous learning and development.
- Communication: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.
- Concern for Health and Safety: Acknowledges and understands how to manage and educate others of risk or harm reduction.
- Initiative: Does the right thing at the right time without being asked.
- Quality Focus: Ensures that success criteria for self, staff, and programs are set, reviewed and surpassed regularly to provide excellent service delivery.
- Teamwork: Participates actively in a team for organizational effectiveness.
- Self-Management: Works independently within prescribed parameters, can discern the relevance of issues and communicate them effectively to supervisor.

**POSITION DESCRIPTION SIGN-OFF**

My signature on this document indicates that I have read, understand and agree with the position as it has been described above. I understand that as part of obtaining a position with the YMCA of Greater Vancouver I will also be required to sign a staff agreement, complete a criminal record check (the results of which may affect my suitability for this job) and read, understand and agree to abide by any relevant YMCA policies – these will be supplied to me by the hiring manager (or their delegate) prior to the commencement of my duties or over the course of a pre-established training period.

*If under the age of 19, parental/guardian signature must be obtained on this document prior to the commencement of your duties.*

Signature: \_\_\_\_\_

*Signature of parent/Guardian:* \_\_\_\_\_

Print Name: \_\_\_\_\_

*Print Name:* \_\_\_\_\_

Date: \_\_\_\_\_

*Date:* \_\_\_\_\_