



JOB DESCRIPTION – Kitchen Coordinator/ Cook

Personal Qualities:

The individuals selected for this role must be a born-again Christians who agrees with the camp's statement of faith, and is in active fellowship in his or her local church. Ideally, this individual have been involved in camp work in the past. These individuals will be an excellent role model to all staff in the way they conduct themselves throughout their time of active service while at camp. The role of the kitchen coordinator and cook is to ensure the kitchen is supplied and organized and provide spiritual and tangible leadership to the team. This role does require availability 2 weekends a month.

Skills:

The successful applicant will be comfortable working with and around large groups of young people. He / She will have strong communication and interpersonal skills, so that he / she is comfortable working with and directing individuals and teams of people in the kitchen. He / She should be able to provide clear direction in times where decisions need to be made. Both the lead kitchen hand and the head cook (peers) report to the Kitchen Coordinator.

Requirements: Obtain Food Safe Handling course (camp provided) prior to commencement of role; Have "G" license in order to complete grocery runs as necessary. (Vehicle not required).

- Previous experience in a cafe or restaurant environment is an asset, but not required.
- Experience operating point-of-sale devices and software is an asset, but not required.
- Excellent communication and interpersonal skills.
- Ability to work in a fast-paced environment and prioritize tasks effectively.
- Physical ability to stand for long periods, lift up to 25 pounds, and move quickly and efficiently.
- Availability to work a variety of shifts, including mornings, evenings, and weekends.
- Have current, or are willing to get a food safe handling course prior to commencement of the role.

Duties: This role is a full time position. **The Kitchen Coordinator/cook will include:**

- Provide direction and supervision to those that report to you
- Provide exceptional customer service, responding to customer inquiries and resolving any issues in a professional and friendly manner.
- Partner with Summer director to have staff between camps to assist in the kitchen (summer only)
- Ensure kitchen and cafe are staffed
- Adhere to budgets
- Ensure meals are ready at the designated time.
- Keep in contact with the assistant cook/lead hand throughout the week to use up leftovers for snack at night or whenever possible. (summer only)
- In partnership with program directors, implement themed meals (summer only)
- Maintain a clean and organized cafe and kitchen environment, adhering to health and safety standards.
- In partnership with assistant cook, maintain a grocery list and order food to ensure needed foods are available.
- On occasion, when an ingredient for a menu item is out of stock, substitute when possible
- Perform other tasks as needed to support the smooth operation of the Cafe and Kitchen.
- Communicate with vendors to ensure vendor-provided equipment is operational.

- Work collaboratively with other team members to ensure seamless service and maintain a positive and supportive team environment.
- Be available to go to town for grocery orders and items needed that couldn't be ordered
- Create menus and provide recipes for retreat groups and camps
- Order food and supplies needed
- Ensure all food and supplies are ordered through appropriate vendors, and in stock, based on input from kitchen team
- Communicate with vendors to ensure invoices are accurate
- Participate in ongoing training and education to improve knowledge and skills.
- Provide general and spiritual leadership to the campers and staff, as part of camp's leadership team
- Participate in and lead devotions as part of staff meetings and leadership team
- Other duties as required

If you are a friendly, hard-working, and enthusiastic individual who is passionate about cooking, and providing exceptional customer service, please submit your application on the website, and email your resume and a cover letter to andrew@riversedgecamp.org.