



GREEN MOUNTAIN COUNCIL
CAMP SUNRISE
2050 SUNSET LAKE ROAD
BENSON, VT 05731

POSITION DESCRIPTION

Position Title: HEAD COOK

Reports to: Camp Director

REQUIREMENTS:

The head cook is a man or woman, 21 years of age or older, of well-known character and who demonstrates an ability to work with children and adults. Possess the ability to manage a staff. Be able to delegate responsibility, coordinate plans and ideas of others. Prepare menus, order food and cook three meals per day for 200+/- people. Registered in Boy Scouts of America.

RESPONSIBILITIES:

Be completely responsible for general supervision in the kitchen, and food preparation serving meals in a timely manner. Make sure everything is in readiness, on time, with necessary equipment on hand for food preparation and clean up. Operate in accordance with Vermont Health Department standards and pass annual inspection.

SPECIFIC DUTIES:

- Train the Kitchen staff as required to carry out kitchen functions
- Be familiar with the "Host System" Family-style dining hall operation
- In cooperation with the Camp Director plan the menu approved by a Registered Dietician
- Ensures that the dining hall is properly set up for summer operation including the cleaning of the Kitchen and all of its equipment.
- Conduct and maintain an inventory of equipment.
- Maintain a daily inventories of food stores
- Maintains cleanliness in all areas of the Kitchen
- Supervise the use and storage of equipment
- Be responsible for the cleanliness and safety of the kitchen and dining hall area
- Prepares the kitchen for opening/closing including a thorough cleaning and inventorying all equipment
- Take part in all staff training, staff meetings and help with evening program activities if required by Camp Director.
- Assume any other duties assigned by the Camp Director.