



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
LOCATION: Camp Silver Creek
STATUS: Salary, Exempt
PAY RATE: \$545/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.

Entry Requirements:

- Age 21 or over by June 1 preferred.
- One year of college OR an equivalent in camping work experience preferred.
- Previous experience as a cook for large groups.
- Possess leadership experience with youth.
- Relate effectively to one's peers and supervisors in a work setting.
- Possess flexibility, maturity and the ability to work with a minimum of supervision.
- Good character and ability to act as a role model for youth.
- Current First Aid & CPR Certification.
- Current Oregon Food Handler's Certification.

Essential Functions:

- Supervise kitchen staff assigned to kitchen, serving as their leader and mentor and provide ongoing feedback and coaching.
- Maintain kitchen to standards of health codes and cleanliness; maintain temperature charts.
- Develop and implement cleaning and sanitary practices.
- Plan 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.
- Manage inventory of kitchen equipment and food.
- Supervise all food preparation for three meals a day.
- Work with program staff to coordinate overnight hike food items and other special programming food items.
- Communicate with Camp Director on a daily basis about needs of the kitchen.
- Communicate with parents as needed to provide for special diets for campers.

Work Environment & Physical Demands:

- Physically able to complete all principal activities.
- Able to communicate verbally with staff and to provide instructions.



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

- Possess visual and auditory ability to respond to critical incidents and physical ability to act swiftly in emergency situations.
- Able to work long hours including nights and weekends.
- Able to work indoors in varying weather conditions (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.

This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.

Employee Name Printed _____

Employee Signature: _____ Date: _____



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

YMCA COMPETENCIES (LEADER)

- **Mission Advancement:** Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.
- **Collaboration:** Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.
- **Operational Effectiveness:** Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work, and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.
- **Personal Growth:** Pursues self-development that enhances job performance. Demonstrates an openness to change and seeks opportunities in the change process. Accurately assesses personal feelings, strengths, and limitations, and how they impact relationships. Has the functional and technical knowledge and skills required to perform well. Uses best practices and demonstrates up-to-date knowledge and skills in technology.