Mancelona Camp Cook

Job Description and Expectations

Updated March 2023

The camp cook oversees and is responsible for the camp kitchen. They are hired by the camp board and report to them. A cabin is provided for lodging at camp, as well as an honorarium decided on by the board.

Duties:

1. Plan a balanced menu and cook the meals for our youth and staff during the week of camp.
2. Meals are as follows: Saturday evenings for staff only, Sunday supper and evening snack, M-F Breakfast, Lunch, Supper, evening snack, Saturday breakfast and lunch
3. Assist with opening the kitchen and the health inspection.
4. Purchase all food needed for the week.
5. Organize and work with volunteers to serve meals. Meal times are 8:15 am, noon, 5:00 pm
6. Track food allergies (along with camp health officers) and be able to provide alternative food choices for those with allergies and sensitivities.
7. Oversee the hiring of an assistant, per board approval.
8. Follow the Life Together agreement for the camp.

Requirements:

1. Must be ServSafe certified and display license in the kitchen.
2. Must pass a background check (Central Registry clearance and ICHAT)
3. Must know and follow all state guidelines for kitchens as listed in the training manual.

**A. FOOD SERVICE – Rule 131**

1. Meals will be served cafeteria style and meet nutritional requirements. There will be a combination of hot and cold food available.

2. Campers are expected to eat something at every meal.

3. Special dietary problems will be handled under direction from camper’s parents or camper’s physician only.

4. The camp menu will be kept on file at the camp.