



Camp Encore/Coda Cook Job Description

Desired Qualifications

- Enthusiasm, sense of humor, patience and self-control
- Familiarity with OSHA safety standards
- Current ServSafe Certification
- Experience cooking in a resident summer camp setting or other institutional setting
- Experience cooking for dietary limitations and food allergies (gluten free, celiac, nut allergies, vegetarian, vegan, lactose intolerance, etc.)
- Strong Organizational Skills
- Willingness to work as part of a team
- Flexibility
- Ability to interact with all age levels
- Ability to work efficiently while juggling multiple tasks at once

Responsible to

- Chef Manager
- Directors and Assistant Directors

General Responsibility

- To be primarily concerned with the health, safety and general welfare of the campers
- To cook and do whatever else is necessary so that good tasting and nutritious meals are served on time

Specific Responsibilities

- Attend Camp and Dining Services Staff Training
- Clean and set-up of kitchen and dining hall at the beginning of the season
- Clean and close-up kitchen and dining hall at the end of the season
- Maintain a sanitary and safe environment for food handling, storage and serving in compliance with all state of Maine regulations
- Food preparation

- Confirm, accept, unload, and inventory deliveries of food, supplies, and equipment when the Chef Manager is not present
- Be familiar with and follow Camp Encore/Coda rules and regulations
- Adhere to posted camp schedules and adapt for unanticipated changes
- Be a role model to campers and staff in attitude and behavior
- Maintain positive and friendly customer service for campers and staff members
- Take part in the cleaning, organization and resetting of kitchen, service, dishroom and dining area following each meal and prepping same before each meal
- Direct non cooking Dining Hall personnel in organization and resetting of kitchen, service, dishroom and dining area following each meal and prepping same before each meal when necessary
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

COVID Policy

Staff members will need to comply with all guidelines and requirements set by the State of Maine, the US CDC, and Camp Encore/Coda. These guidelines and requirements are constantly evolving and will not be known until the start of camp. They also may change during the camp season. Staff members will need to be flexible, comply with mask-wearing mandates, and be willing to assist with cleaning, supervision of camper hand washing, and other COVID related duties as required.

Essential Functions

- The ability to interact with all age levels
- The visual, auditory, and cognitive abilities required to cook, work as a member of a team, and instruct non-cooking staff when necessary
- The physical stamina to function in a rural summer camp setting for the term of employment
- The ability to communicate effectively both verbally and in writing
- The ability to use all kitchen equipment in a safe manner
- The ability to lift up to 40 pounds
- The ability to stand, bend and stoop periodically during work, and walk through camp as needed
- The hand/eye coordination and manual dexterity to manipulate equipment
- The ability to tolerate exposure to heat and irregular work hours on occasion
- The willingness to follow directions from the camp director and Chef Manager
- The energy, maturity, and sound mind to work in a demanding job with children and young adults

