

Food Service Director

Purpose: Coordinate/supervise paid and volunteer cooks Cook for guest groups or coordinate/supervise paid and volunteer cooks; oversee canteen. Specifically,

1. Recruit and train cooks/kitchen help.
2. Organize menu, order food and kitchen supplies, restock.

Status: Year-round, part time position

Responsible to: Executive Director

Direct Charges: Cooks, Kitchen Help, Kitchen Patrol

Other Relationships: Program Directors, Camp Secretary, Program Directors, Head Cooks, Cooks, Kitchen Help, Retreat Leaders

General Qualifications:

Possesses at least minimum State of Wisconsin Food Service or Serve-Safe standards.

Specific Responsibilities:

1. Cook for Guest Groups, communicating with retreat leaders as to number of meals, times, number of campers; food allergies; or recruit other cooks and kitchen help.
2. Communicate with and train Summer Volunteer Cooks on menu, food items for each camp period.
3. Communicate with summer cooks about any food allergies of campers.
4. Order food. Restock freezer, refrigerator, shelves with food and paper/cleaning items.
5. Order and restock Canteen with food items. Set prices, display food items.
6. Train Canteen workers on making ice cream treats, pricing.
7. Food - Research menu ideas and maintain Camp Cookbook. Instruct cooks on current food service safety items. Oversee dining room and kitchen equipment.

Lead Cook

Purpose: To give guidance and leadership assistant cooks, so that we can serve good food in a timely manner, as efficiently as possible.

Status: Volunteer and paid

Responsible to: Food Service Manager

Direct Charges: Cooks, Kitchen Help

Other Relationships: Program Directors

Specific Responsibilities:

1. Work with Food Service Director to plan menu for the week, use items that are on the Camp Menu, and include any special events that are part of the program, within reason.
2. Email menu to Food Service Director one week prior to camp period, communicating any special theme or outdoor meals.
3. Coordinate with cooks, assigning them the time of arrival, area of preparation, serving for each meal. Cook, serve.
4. Communicate with Program Director if meal times have changed.
5. Ask cooks who are ill (fever, colds, stomach issues) not to be in the kitchen that day.
6. Assign one cook to be responsible for special diet foods.
7. Enforce dress code with all kitchen staff.
8. Ideally, have Serve Safe Certification or knowledge.
9. Help celebrate Birthdays of campers and staff. Once per day or once per camp period.

Assistant Cooks

Purpose: To give assistance to lead cook, so that we can serve good food in a timely manner, as efficiently as possible.

Status: Volunteer and paid

Responsible to: Food Service Manager

Direct Charges: Kitchen Help

Other Relationships: Lead Cook, Food Service Director

Specific Responsibilities:

1. Wear a hat with hair pulled back, apron, closed toe shoes.
2. Wash hands before handling food and when changing tasks.
3. Wear gloves when handling ready to eat food and when serving food to guests.
4. Prepare, cook, serve food to safety standards.
5. Be aware of guests with food allergies. Prepare their food as assigned by lead cook.
6. Get food out of freezer and refrigerator as assigned by lead cook.
7. Clean up kitchen after meal, properly storing leftovers and marking them with the date used.
8. Supervise Kitchen Help as they wash dishes.
9. Leave kitchen counters and sinks sanitized.
10. Launder the dirty towels and aprons, dry and fold.

Kitchen Help

Purpose: Keep dishes and utensils, clean, sanitary, ready to use.

Status: Volunteer

Responsible to: Food Service Director, Cooks

Direct Charges: Campers on "KP" duty

Other Relationships: Program Directors

Specific Responsibilities:

1. Arrive 45 minutes prior to meal.
2. Wear a hat or have hair pulled back, apron, closed-toe shoes.
3. Fill dishwasher at fill-valve, turn power on, heat up to proper temperature. Check for soap in dispenser.
4. Fill silverware container with powder pre soak, hot water. Take to scraping cart for silverware clean up.
5. Pre wash pots and pans prior to start of meal. Most can go through dishwasher. **Air dry**, put away.
6. Help cooks serve food as needed. Wear gloves.
7. Get milk out of outside cooler prior to the meal.
8. Pre wash dishes in sink of hot, soapy water, then sanitize in dishwasher.
9. Put away dishes when dry.
10. Drain dishwasher after each meal. Turn power OFF.
11. Clean out sinks, spray with disinfectant spray.
12. Put dirty towels and sponges in washing machine.
13. Supervise camper KP help with soapy water for tables and a broom/dustpan to sweep.