

TRAIL BLAZERS
250 W 57th Street, Rm 1132
New York, NY 10019
212-529-5113

POSITION: Head Cook

RESPONSIBLE TO: Camp Director

GENERAL RESPONSIBILITIES: To provide a quality and safe food service operation, supportive of the decentralized philosophy of Trail Blazers. The Head Cook is also expected to carry out the "General Responsibilities of all Trail Blazer Staff Members."

SPECIFIC RESPONSIBILITIES:

1. Prepare and serve appetizing meals on time and in accordance with the established and approved menus and in agreement with the Trail Blazer Food Parameters.
2. Utilize USDA commodity products and Trail Blazer garden produce as applicable/available.
3. Maintain local, state and American Camp Association health regulations regarding the food service operation.
4. Conduct regularly scheduled meetings with the kitchen staff members to share planning, suggestions and problem solving ideas.
5. Communicate regularly with the Camp Director about all issues relating to staff and meal preparation.
6. Cooperate with the Camp Director in promoting the nutritional well-being of each child and staff member.
7. Follow guidelines set forth by the Summer Food Service Program and maintain records as required.
8. Maintain a high standard of safety and sanitation in the kitchen and surrounding areas.
9. Supervise and mentor Junior Staff and other participants of the Leadership Training Program as agree upon with the Director.
10. Supervise kitchen staff and plan an effective work schedule, which includes time off and days off.
11. Keep a running inventory of food and sanitary items and a current list of needed items to be purchased.

12. Coordinate inventory, storage, distribution and purchasing of Food Store (cookouts) commodities and supplies.
13. Direct staff and assist in stocking and cleaning all food and supply storage areas (i.e. basement, freezers, walk-in, etc.).
14. Direct staff and assist in cleaning all cooking and serving utensils.
15. Maintain clean and tidy living quarters.
16. Complete all other jobs as mutually agreed upon with supervisor.

QUALIFICATIONS:

- College graduate or equivalent experience related to food service.
- Experience/comfort in a residential camp setting.
- Two years experience in cooking for large groups (75+).
- Experience in menu planning, budgeting, determining quantities and bulk ordering.
- Certification in Standard First Aid and CPR (adult and child).
- Experience in supervising food service personnel.
- Ability to work as a team with Nutritionist(s).
- A sense of humor.
- Good health and physical endurance.
- Ability to work productively in a stressful environment.