

## Camp Fire Inland Northwest Job Description

The purpose of this form is to detail the specific job requirements drawn from the related Job Class Specifications. Other information specific or unique to this position are outlined herein.



**Position Title:** Head Cook

**Primary Position Location:** Camp Sweyolakan, Coeur d'Alene, ID

**Responsible to:** Food Service Director

**Salary:** \$68.75 per day

**Special Notes Regarding Employment:** Salary includes room and board, and free use of laundry facilities (including laundry detergent). Additional Pay Opportunities available if signed up for extra events.

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### GENERAL REQUIREMENTS OF ALL STAFF

- Current CPR, First Aid, and AED certifications.
- Visual, physical, and auditory ability to identify and respond to environmental and other hazards related to the camp setting.
- Abide by health and safety rules to ensure well-being of campers and staff at all times.
- Ability to assist campers and staff in emergency (fire, evacuation, illness, or injury).
- Ability to observe and evaluate camper behavior; enforce safety regulations and emergency procedures; and apply appropriate behavior-management techniques.
- Prepare the necessary reports, inventories, and records as assigned.
- Plan for and carry out the care and maintenance of the equipment and facilities assigned.
- Know the basic facts about the program of Camp Fire.
- Display a willingness to accept a reasonable share of camp responsibilities, and other duties as assigned.
- Prepare for and participate in the meetings and conferences of the staff.
- Ability to communicate and work with groups participating (age and skill levels), and provide necessary instruction to campers and staff.
- Bring complaints or problems directly to Assistant Camp Director or Camp Director.
- Abide by established procedures and policies covered during staff training, in Camp Staff Practices and Guidelines, and Code of Conduct.
- Successfully pass a state, local and federal background check. Successfully pass a search in the U.S. Department of Justice National Sex Offender public database.
- Willingness to work at alternate camp locations; state and camp applicable wages apply.

### MINIMUM QUALIFICATIONS

- 2+ years' experience as a cook and / or assistant cook, preferably at a camp.
- Training and experience in cooking for large groups.
- Ability to work well with others; be a good role model and mentor.
- Ability to prepare foods for special groups (i.e., people with eating disorders, allergies/intolerances, diabetes, etc.).
- Knowledge of standards of food preparation, serving, and kitchen procedures.
- Current Washington and Idaho Safe Food Handling Permits or ServSafe certification.
- Good character, cleanliness, integrity, and adaptability.
- Enthusiasm, sense of humor, patience, and self-control.
- At least 18 years of age.
- Desire and ability to work with children outdoors.
- Ability to accept guidance and supervision.
- Ability to relate to one's peer group; be a good role model and mentor.

### SPECIFIC JOB RESPONSIBILITIES

- Leads and supervises the kitchen staff, including kitchen assistants and dishwashers, facilitates the group's schedule, and evaluates staff throughout the season.

## **CAMP FIRE INLAND NORTHWEST**

409 N. Argonne Rd., Ste. B, Spokane, Washington 99212 • Telephone: 509 747 6191 or 800 386 2324  
E-mail: [campfire@campfireinc.org](mailto:campfire@campfireinc.org) • Website: [www.campfireinc.org](http://www.campfireinc.org)

**Light the fire within**

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- Assist and participate with staff in meal, snack and requisition preparation.
- Assist with camper and staff needs, as appropriate (e.g. vegetarian, vegan, gluten-free, allergies, etc.).
- Participate in kitchen area cleaning responsibilities; supervise kitchen staff ensuring all completed tasks meet kitchen standards.
- Works to create a positive kitchen environment through team-building and problem-solving activities
- Models personal responsibilities such as conflict management, positive relationships, following rules, and respecting camp property.
- Participate in regularly scheduled meetings of the kitchen staff.
- Assists Food Service Director in keeping an accurate inventory of food and cleaning supplies in camp.
- Models and ensures kitchen staff maintains a clean and hygienic appearance when serving meals.
- Leads kitchen staff in providing three meals and at least one snack daily.
- In cooperation with the Food Service Director, ensure appropriate inventory is available in camp to fill requisitions.
- Ensure kitchen, and kitchen staff, meet all standards and codes regarding cleanliness, personal hygiene, safety and sanitation.
- In cooperation with the Food Service Director, communicates with parents/caregivers, campers, and staff regarding special diets, allergies and other food-related needs.
- Adapt to camp resources, conditions, and programming.
- Participate in all meetings of the staff as requested, including Leadership Meetings; attend meetings on behalf of the Food Service Director, when appropriate
- Actively participates in opening and closing of camp, including but not limited to deep cleaning, lifting or moving equipment, taking out trash, breaking down boxes, and washing out walk-in refrigerator. Assists Food Service Director in compiling end of season inventories in all areas of food service.
- Maintain an open line of communication with Food Service Director and Camp Director; communicate any concerns or incidents in accordance with staff manual.

### **ESSENTIAL FUNCTIONS**

- Ability to maneuver wilderness terrain with uneven ground and steep inclines.
- Ability to lift/unload/move food supplies of at least 50 lbs.
- Ability and knowledge to use kitchen equipment safely.
- Ability to maintain appropriate inventory of food supplies.
- Ability to operate or monitor dishwasher while maintaining appropriate temperature.
- Ability to determine cleanliness of dishes, food contact surfaces, and kitchen areas.
- Ability to properly assess condition of food and store properly.
- Ability to communicate and work with groups participating (age and skill levels), and provide necessary instruction to campers.
- Ability to help train staff in the proper way to handle food, menu planning, and use of equipment, as needed.
- Have a valid driver's license.
- Possess the strength and endurance required to maintain constant supervision of campers.

Camp Fire Inland Northwest is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Camp Fire Inland Northwest makes hiring decisions based solely on qualifications, merit, and business needs at the time.

Appointment/Employment is at will. Camp Fire Inland Northwest Council is free to determine that continued appointment/employment of any staff member is not in its best interest and is free to discharge that staff member, with or without cause.

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