



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

McGaw YMCA In Evanston Camp Echo Job Description

TITLE: Head Cook
REPORTS TO: Operations Manager
SUPERVISES: Second/Assistant Cooks, Dining Room Steward,
Kitchen Staff

SPECIFIC DUTIES

(NOTE: If there are multiple Head Cooks, specific duties will be divided by Ops Mngr to ensure proper coverage.)

- Works with the Operations Manager to determine equipment needs for the season.
- Advises Operations Manager on schedules for all cooks to provide adequate coverage for all meals.
- Plans menus based on the **Camp Echo Menu Planning Guidelines** document, consulting with other cooks.
- Submits menu in advance of each session to the Ops Mngr for approval by licensed nutritionist (ACA Standard).
- Communicates menu changes to other cooks and Operations Manager in a timely manner.
- Plans for the salad bar and appropriate vegetarian options for staff and campers.
- Prepares and serves meals as scheduled.
- Considers the entire GFS product guide and chooses items that have high nutritional value at a reasonable cost.
- Identifies sources other than GFS for any foods not available from GFS, or priced significantly lower than GFS.
- Works to increase his or her own knowledge of nutrition, food handling, cooking methods, and menu options.
- Continuously searches for healthy alternatives for existing entrees, ingredients, and sides at reasonable prices.
- Coordinates menus with Operations Manager for on-site teen programs.
- Coordinates food needs for trips with the Teen Adventure Coordinator.
- Coordinates food needs for pack-outs with the Dining Hall Steward.
- Works with Operations Manager to place food and supply orders.
- Supervises the food and supply deliveries.
- Maintains current inventory throughout session to ease ordering process.
- Responsible for cleanliness of the kitchen, appliances, reach-ins, walk-ins, white room, and warehouse.
- Ultimately responsible for cleaning the ovens, stoves, grill, and meal preparation area for assigned meals.
- Ultimately responsible for the kitchen cleanup process for assigned meals.
- Mentors and teaches Kitchen Support staff to develop and improve their skills in the kitchen.
- Ensures that the kitchen is in tip-top shape, meeting Health Department requirements, at all times.
- Reports maintenance needs to the Property Manager.

ADDITIONAL DUTIES

- Models, teaches, and upholds the Camp Echo Code of Conduct and protects the well-being of all campers.
- Maintains positive relationships with campers, parents and other staff.
- Encourages physical, emotional and spiritual growth and positive character development in all campers.
- Works to increase his or her own cultural competence and helps to create an environment that values diversity .
- Prepared to do anything else deemed necessary by the Camp Director.

QUALIFICATIONS

- Age 25 or older
- Certified in CPR and First Aid
- Leadership ability and teamwork oriented
- Three years experience cooking in an institutional setting
- Documented experience in food service management (ACA Standard)
- A commitment to incorporate the spirit of the **Activate America** initiative into Camp Echo's menus.
- A commitment to working with a diverse staff and camper population for the fulfillment of YMCA goals.