



Assistant Head Cook

Outdoor Journeys – Camp Nawakwa

Seasonal-Room & Board Provided

4650 Jenks Lake Road East, Angelus Oaks CA 92305

Outdoor Journeys is a non-profit youth development organization, which operates a resident camp, Camp Nawakwa, near Angelus Oaks, California. The mission of Outdoor Journeys is to inspire individuals, through engagement and education, to connect with the natural world. Outdoor Journeys is looking for a motivated, team-oriented Assistant Head Cook to become a member of a food service team dedicated to providing food that will make our campers want to keep coming back with smiles. We seek a candidate with an attitude of enthusiasm and a willingness to work hard under pressure and improve your skills and creativity in the kitchen.

The Position

The Assistant Head Cook shall support the mission of Outdoor Journeys in the delivery of the camp experience at Camp Nawakwa. The Assistant Head Cook will directly support the Head Cook in Upper Kitchen and oversee the food operations of Lower Kitchen. The Assistant Head Cook will supervise and work with the entire kitchen team to provide delicious and nutritious food in a residential camp environment. The Assistant Head Cook is accountable for the Lead Cooks and the Kitchen Assistants as well as preparation of meals and kitchen cleanliness. The Assistant Head Cook will work with the Head Cook to inventory, order, receive, and store all food. The Assistant Head Cook will report directly to the Head Cook. The Assistant Head Cook will live on site during the delivery of programming.

The Candidate shall understand that he/she is an employee of Outdoor Journeys and shall conduct himself/herself as an ambassador of the organization.

The key duties of the Assistant Head Cook will be:

- Attend staff training and attend all staff meetings.
- Live on-site while camp is in session and be on call to respond to group needs.
- To supervise and support all kitchen staff including Lead Cooks and Kitchen Assistants. This also includes Outdoor Leaders as needed.
- To plan and execute delicious and nutritious meals for campers, staff and rental groups.
- To oversee all operations of Lower Kitchen and support the operations of Upper Kitchen.
- Go on shopping runs with kitchen personnel in camp vehicles.
- To use math skills for scaling recipes, measuring, weighing, time and temperature conversions, estimating and controlling portions, and tracking food used, consumed and wasted.
- To demonstrate proper use and maintenance of knives, slicers, processor and other hand implements.
- To maintain high standards of personal hygiene, grooming of hair, hands and fingernails, clean and appropriate clothing, shoes, hats, aprons and gloves, and a willingness to conform to strict dress codes and uniforms.
- Show interest and knowledge of food names, terminology and nutrition.
- Understand and work to provide quality dietary requirement options as needed for campers, staff and rental groups. This includes Vegetarian, Vegan, Gluten-Free, Lactose Intolerant, various food allergies, etc.
- To use and maintain commercial kitchen equipment.
- Participate in a multi-day training and qualification program before starting work.
- Communicate with campers, families and staff in a mature and professional manner at all times.
- Be a positive role model for campers.
- Be punctual and prepared for training and while on duty.
- To use visual and auditory senses to identify and respond to problems and hazards in the kitchen.
- Maintain a clean camp, kitchen, campsite, and cabin area, including full participation of camp clean up tasks on closing days or as needed.
- Work with Camp Maintenance & Facilities Director for facility needs (housekeeping and maintenance)
- Work with Camp Nawakwa rental groups
- To work hard and well under pressure.

Community Office:
1226 N Campus Ave
Upland, CA 91786
(909) 982-5400

Camp Nawakwa:
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- To lift and carry 30lbs.
- Report directly to the Head Cook
- Other duties as assigned.

Qualifications:

- At least 21 years of age.
- Two years training and one year experience; or two years experience in cooking for large groups in a camp or other institutional setting.
- One year experience in food purchase, storage, nutritional menu planning, preparation and service.
- Two years experience supervising food service personnel.
- One year customer service experience.
- A thorough understanding of Food Safety and Sanitation practices and regulations.
- Current Food Handler’s Permit or ServSafe.
- Stamina to work long hours standing.
- Desire and ability to work with children and rental groups in the outdoors.
- MUST have a positive “can do” attitude, patience, enthusiasm, and integrity.
- Ability to manage multiple tasks and to be accountable.
- Ability to work with a wide-range of children and staff members.
- The ability to take initiative and work both as a team and independently.
- Current Red Cross First Aid & CPR preferred.
- Ability to pass background check & TB test.

Compensation & Benefits:

- Dynamic work environment
- Competitive Salary (Salary depending on experience)
- Professional development

Key Dates:

- Rental Group – May 29th – May 31st
- Leadership Training – June 1st – 3rd
- Staff Training – June 6th – June 12th
- Summer Season – June 15th – August 1st

My signature below confirms my understanding of the position detailed above.

Print Name: _____

Signature: _____

Date: _____

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