



## **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 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 Head Cook shall support the mission of Outdoor Journeys in the delivery of the camp experience at Camp Nawakwa. The Head Cook will oversee the entire food operations of Lower Kitchen and Upper Kitchen. The Head Cook will supervise and work with the entire kitchen team to provide delicious and nutritious food in a residential camp environment. The Head Cook is accountable for the Assistant Head Cook, the Lead Cook, and the Kitchen Assistants as well as preparation of meals, kitchen cleanliness, and scheduling of all kitchen personnel. The Head Cook will work with the Summer Camp Director and the Director of Group Programs to inventory, order, receive, and store all food. The Head Cook will plan and execute all meals served during camp sessions. The Head Cook will report directly to the Summer Camp Director. The 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 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 train, supervise and support all kitchen staff, including Assistant Head Cook, 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 Upper Kitchen and Lower Kitchen.
- Go on shopping runs with kitchen personnel in camp vehicles.
- Create weekly menus and shopping lists, in conjunction with the Summer Camp Director and Director of Group Programs.
- To maintain and inventory all pantries, storerooms, fridges and freezers.
- 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.

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

Camp Nawakwa:  
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(909) 251-5020



- 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.
- To lift and carry 30lbs.
- Report directly to Summer Camp Director
- Other duties as assigned.

**Qualifications:**

- At least 21 years of age.
- Three years training and two years experience; or three years experience in cooking for large groups in a camp or other institutional setting.
- Two years experience in food purchase, storage, nutritional menu planning, preparation and service.
- Three years experience supervising food service personnel.
- Two years customer service experience.
- A thorough understanding of Food Safety and Sanitation practices and regulations.
- Current Food Handler’s Permit or SafeServ.
- 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 29<sup>th</sup> – May 31<sup>st</sup>
- Leadership Training – June 3<sup>rd</sup> – 5<sup>th</sup>
- Staff Training – June 6<sup>th</sup> – June 14<sup>th</sup>
- Summer Season – June 17<sup>th</sup> – September 2<sup>nd</sup>

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

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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