



CYO Camp Rancho Framasa Position Description

I. IDENTIFYING INFORMATION

Position Title: **Lead Cook**

Status: Full-time, Seasonal, Non-exempt, Hourly

Supervises: Food Service Assistant (5-6) (FSA)

Supervised by: Food Service Manager (FSM)

II. PRIMARY FUNCTIONS

The Lead Cook is responsible for meal preparation for the summer programs of Camp Rancho Framasa.

III. POSITION CONTENT

A. Major Responsibilities and regular activities

1. Assist with the receipt of food orders/other supplies and keep areas organized.
2. Supervise and coordinate job duties of Food Service Assistants. Lead, guide and direct the FSA.
3. Assist with the training of Food Service Assistants.
4. Prepare and serve nutritionally balanced menus and snacks based on menus provided by the FSM.
5. Honor staff/participant requests for alternate meals and special event food requests.
6. Plan and supervise food service staff in preparation of cookout meals.
7. Meet with the FSM regularly.
8. Take disciplinary action as needed based on established policy.
9. Lead and assist with cleaning projects.
10. Maintain daily temperature records of refrigeration, freezer and dishwasher units.
11. Demonstrate respect for individuals and property, responsibility and good judgment, decorum, politeness, neatness of dress and modesty.
12. Work to uphold the philosophies of the Archdiocese of Indianapolis, the Catholic Youth Organization and Camp Rancho Framasa by demonstrating a strong faith commitment.
13. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

IV. POSITION SPECIFICATIONS AND/OR REQUIREMENTS

A. Skills, knowledge and/or abilities

1. Excellent supervisory and leadership skills.
2. Ability to relate well to others.
3. Desire and ability to work in a camp setting, and be involved in the community.

4. Demonstrates knowledge of the food service business and a practical ability of food preparation/cooking.
5. Demonstrates knowledge of proper food service facility sanitation techniques in accordance with the Indiana State Board of Health regulations.
6. Knowledge of Indiana State Board of Health regulations, American Camping Association standards and camp policy.
7. Demonstrates a positive regard towards the food service business, an open mind, a willingness to learn, and a well-groomed appearance.
8. Although Camp Rancho Framasa has strong faith programming that is based on the Catholic Faith, staff do not have to be Catholic to work at Camp. Camp is a faith filled place and staff should be comfortable working in a faith filled environment.

B. Education, training and/or experience

1. Two to three years of experience in the food service area.
2. Two to three years of supervisory experience. Preferred but not required

C. Working environment

1. Regular evenings and weekends as necessary.
2. This position requires some physical labor (i.e., lifting and carrying boxes of food items and supplies).
3. Work with stove, griddle, oven, meat slicer, and other electrical kitchen appliances.

B. Education, training and/or experience

1. Experience in camp setting (as staff or camper) preferred but not required.
2. No specific experience is necessary; training is provided.
3. A desire to work in food service.

C. Working environment

1. Regular evenings and weekends as necessary.
2. This position requires some physical labor (i.e., lifting and carrying boxes of food items and supplies).
3. Work with an industrial sized electric dishwasher, steamer, floor mixer, tilt stove and other kitchen appliances.