



7855 Old Santa Fe Trail, Santa Fe, NM 87505 * (505) 983-5610

Camp Stoney Cook/Kitchen Manager

The Cook/Kitchen Manager reports directly to the camp director or in her absence, the summer program director/diocesan youth minister

Qualifications:

- Must be at least 21 years old and completed two years of cooking schooling or equivalent life experience
- Strong moral character
- Good health
- Emotional maturity
- Likes children and youth
- Ability to articulate a personal relationship with Christ
- Empathy with the needs of campers
- Imaginative, creative, flexible, and enthusiastic

Specific Responsibilities:

- Present a professional, positive, helpful and cooperative attitude at all times when interacting with guests and co-workers
- Maintain kitchen and health standards following all federal, state, and local regulations and in accordance with the standards for camp accreditation for the American Camp Association
- Supervise the inspection, storage, preparation, cooking, portioning, and serving of all food served at Camp Stoney
- Prepare special needs meals as instructed
- Supervise cleaning of kitchen dining hall, and associated equipment
- Freeze or refrigerate food and leftovers properly in appropriately labeled containers
- Train kitchen staff
- Supervise dish washing using commercial dishwasher or by hand, putting away dishes and cooking implements, keeping napkin dispensers stocked, and doing kitchen laundry
- Keep and maintain records of temperatures of refrigerators, freezers and food
- Maintain accurate records of food and supply deliveries
- Order food and kitchen supplies after consultation with camp director or facilities manager
- Coordinate menus with camp director
- Perform any other duties as required by the camp director or summer program director/diocesan youth minister

This position has frequent contact with guests, campers, and other camp staff requiring reasonable tact, and strong verbal and written communication skills. This job also involves lifting up to 50 lbs, bending, stooping, extended periods of standing, regular exposure to heat and cold, repeated chopping, stirring, kneading, scooping and cutting motions, extended periods of mopping, and possible exposure to strong chemicals and materials.