

Bryant Pond 4H Camp and Learning Center

JOB TITLE: Food Service Lead Cook

COMPANY: The University of Maine 4-H Camp and Learning Center at Bryant Pond

COMPANY URL: www.extension.umaine.edu/bryantpond

START DATE: April 10th, 2017

END DATE: November 18th, 2017

FIELD: Food Service, Camp Cook

The University of Maine Bryant Pond 4-H Camp and Learning Center is located in beautiful Western Maine near the town of Bethel. We offer year-round residential environmental education programs, challenge course and leadership programs, school outreach programs, specialty weekend retreats, and summer camp.

The Lead Cook directs the overall food-service operation of their Shift including preparation, nutrition, service, sanitation, personnel management, customer service, and record keeping. This person works under minimal supervision, but is provided with general goals and objectives based on the seasons and programs being delivered.

Responsibilities:

- Opening and closing of facilities for different seasons.
- Supervising assigned staff and evaluating (or assisting in the evaluation) of their performance.
- Prioritizing work tasks and major projects by scheduling staff and planning necessary materials, supplies, and equipment.
- Assisting in developing reviewing and approving menus for up to 150 people.
- Developing and testing recipes.
- Producing and serving of food items.
- Setting-up and tearing down of serving venues and/or special functions.
- Enforcing safety and sanitation regulations.
- Ordering supplies and equipment within established limits.
- Maintain current knowledge of health and safety laws and practices
- Ability to motivate and maintain effective working relationships with staff from diverse cultures and all organizational levels.
- Confirm, accept, unload, and inventory deliveries of food, supplies, and equipment
- Be a role model to campers and staff in your attitude and behavior
- Set a good example to campers and others in regard to general camp procedures and practices including sanitation, language, and schedule

Essential Job Functions:

1. Manage the daily operations of the camp food and dining service including coordinating activities between the kitchen and program areas.

- Help in the planning of nutritionally balanced camp meals, snacks, and food requests for specialty functions.
- Prepare and cook food as the menu indicates utilizing boiling, broiling, steaming, roasting of meat, poultry, seafood, fish, vegetables, salads, soups, and gravies.
- Help plan creative meals for a variety of dietary restrictions including vegetarian, vegan, lactose intolerant, and gluten free diets.
- Prepare foods including washing and peeling.
- Bake breads, pastries, muffins, etc.
- Ensure safe and efficient preparation and serving of camp meals.
- Incorporate produce from the camp garden as well as local farms into the salad bar and meals.
- With the assistance of the kitchen manager, set up and maintain all kitchen and dining hall procedures for staff and campers.

2. Assist in the inventory and ordering of food, equipment, and supplies and help arrange for the routine maintenance, sanitation, and upkeep of the camp kitchen, its equipment, and facilities.

- Assist in the opening and closing of the camp kitchen in the spring and fall.
- Help maintain inventory of food and supplies.
- Maintain high standards of cleanliness, sanitation, and safety.
- Clean and maintain all food-service areas, including kitchen, storage areas, and kitchen recycling, compost and trash areas.
- Inspect equipment and ensure equipment is repaired as necessary.
- Promote practices that seek to reduce waste, reuse items, and recycle as much as possible.

Equipment Used:

Slicer, Hobart Mixer, Grill, Propane Stove, Dishwasher, Washing Machine, Food Processor, Coffee Pots, Salad Bar

Salary: \$12.89 to \$14.17/hr

Job Location:

Bryant Pond 4-H Camp and Learning Center is located in Bryant Pond, Maine and is a short drive to the beautiful White Mountain National Forest and the Rangeley Lakes area. The local area provides many opportunities for outdoor enthusiasts including rock climbing, backpacking, canoeing and a large winter ski industry. Portland, Maine's largest city is only an hour's drive with live music, good food, and shopping.