

West Central Camping Association



Position Title:

- Assistant Head Cook of West Central Camping Association

Qualifications:

- Must be at least 21 years old.
- Experience with preparing large meals for large groups.
- Become an approved 4-H volunteer by completing the following steps.
 - Enroll in 4-H Online
 - If a new volunteer, provide three references
 - Complete the Youth Protection training video and quiz annually
- Complete the Overnight Volunteer Role Description

Time Required:

- Applicant will be required to reside at (or live close enough to commute to) the West Central Camping Association's Camp throughout the duration of camp, including set-up and clean-up.

Location:

- Shakamak State Park, Jasonville, Indiana

Purpose:

- The purpose of an Assistant Head Cook is to help with the following items: food purchasing, preparing meals (Breakfast, Lunch and Dinner) and organization for all other kitchen staff.

Position Reports To:

- Head Cook of the West Central Camping Association

Responsibilities:

- Provide meals for between 250 people per camp group.
- Assist with camp set up and clean up, including proper cleaning of all kitchen appliances, utensils, and facilities.
- Assists with planning, directing and supervising the activities of the kitchen.
- Assists with implementing correct procedures for food receiving and storage, food handling and distribution.
- Assists with food and supplies from storage areas, to meet daily menu requirements.
- Insures that sanitation, housekeeping, and safety standards meet the requirements of applicable federal, state and local rules and regulations in the kitchen and dining room area.
- Assists with the coordination of all meal planning and food preparation for breakfast, lunch and dinner.
- Helps with assuring that food will not be prepared too far in advance and that the meal schedules will be met.
- Helps to check food service for portion control, serving temperatures, food quality, and sanitary procedures.
- Responsible for Kitchen Laundry.
- Assists wherever needed with kitchen duties.
- Insures that sanitation, housekeeping, and safety standards meet the requirements of applicable federal, state and local rules and regulations in the kitchen and dining room area.

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2025 Camp Schedule

- May 27 Camp Set-up 9:00am EST at Shakamak
- May 28 – May 31 – Group 1 (Parke, Vermillion, Putnam, Morgan, Shelby)
- June 1 - Day Off
- June 2 - June 4 - Group 2 (Johnson, Hancock, Hamilton, Marion)
- June 4 - June 6 - Group 3 (Warren, Benton, Jasper, Fountain)
- June 7- Day Off
- June 8 - June 11 - Group 4 (Vigo, Sullivan, Owen, Clay, Daviess)
- June 11 - June 13 - Group 5 (Boone, Tipton, Hendricks, Montgomery)
- June 13 - Camp clean-up 9:00 am EST at Shakamak

Salary:

- \$2,000 plus room and board

Application Due:

- Friday, April 18, 2025

Contact Person:

Abby Morgan
Purdue Extension Montgomery County
400 Parke Avenue
Crawfordsville, IN 47933
Phone: (765) 364-6363
E-mail: asweet@purdue.edu