**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.
* Undergo a criminal and sex offender background check. Must provide three references for a reference check.
* Complete a “Working with Minors” training video and quiz annually.
* Complete annual paperwork required for all staff that work within the 4-H Youth Development program.

**Time Required:**

* Applicant will be required to reside at 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.

**2022 Camp Schedule**

May 31 Camp Set-up (Staff expected to be there)

June 1 – 3 Group 1: Shelby, Hancock, Hamilton, Johnson

June 4 – 5 Days off

June 6 – 8 Group 2: Benton, Jasper, Fountain, Warren

June 8 – 11 Group 3: Marion, Morgan, Parke, Putnam, Vermillion

June 12 – 15 Group 4: Clay, Owen, Sullivan, Vigo

June 15 – 17 Group 5: Boone, Hendricks, Montgomery, Tipton

June 17 Camp Clean-Up (Staff expected to be there)

**Salary:**

* $1100 plus room and board

**Application Due:**

* Friday, April 29, 2022

**Contact Person:**

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