**Position Title:**

* Head Cook of West Central Indiana 4-H Camping Association

**Qualifications:**

* Must be at least 21 years old.
* Serve Safe certified.
* 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 Indiana 4-H 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 a Head Cook is to oversee all food purchasing, preparing meals (Breakfast, Lunch and Dinner) and providing leadership for all other kitchen staff during the five separate group camps.

**Position Reports To:**

* Camp Director of the West Central 4-H Camping Association

**Responsibilities:**

* Provide meals for between 250 people per camp group.
* Plans, directs and supervises the activities of all kitchen staff.
* Organize camp set up and clean up, including proper cleaning of all kitchen appliances, utensils, and facilities.
* Helps identify an Assistant Cook to assist with meal preparation and clean-up.
* Three student kitchen helpers will assist with dining hall prep, clean-up and meal prep as needed.
* Give instructions to and include Assistant Cook in meal preparation and planning.
* Give instructions to kitchen helpers.
* Coordinate all meal planning and food preparation for breakfast, lunch and dinner.
* Order food supplies and milk based on camp numbers.
* Purchases needed food items.
* Keep a list of phone numbers of vendors so that supplies can be altered prior to deliveries.
* Order ice.
* Places the order for snacks as requested by specific camp groups and provides amount and price to Camp Director.
* Assures that food will not be prepared too far in advance and that the meal schedules will be met.
* Responsible for kitchen laundry.
* Give instructions to counselors serving but not be an active part of serving line unless it is a “special meal”
* Notify Camp Director of any equipment malfunction or issues that arise completing daily tasks.
* Works with the West Central Camping Association treasurer and president to tabulate the milk usage for the USDA program.
* Works with the West Central Camping Association to determine food allergies of 4-H campers and food needs.
* Contact parents if needed to discuss meals.
* Supervises food production to insure: the quantity and quality control of menu items, that proper food handling procedures are followed at all times.
* Implements correct procedures for food receiving, food storage, food handling preparation and distribution.
* 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.
* Some duties may be reassigned and other duties may be assigned as required.

**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:**

* $1,500 plus room and board

**Application Due:**

* Friday, April 29, 2022

**Contact Person:**

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