



JOB DESCRIPTION

JOB TITLE: Camp Akita Head Cook/Food Services Coordinator
REPORTS TO: Akita Facilities Coordinator
FLSA STATUS: Exempt
HOURS: Full-time
LOCATION: Camp Akita, 29746 Logan-Hornsmill Rd, Logan, OH 43138

JOB SUMMARY

The Head Chef is responsible for all meal planning and preparing, ordering and inventory, cleanliness and organization of the kitchen, and compliance with all state and local health standards.

ESSENTIAL FUNCTIONS

- Oversee the operation of kitchen
- Prepare, cook, and plate for service, meals to campers and rental guests
- Plan menus and food utilization based on anticipated number of guests, nutritional value, palatability, popularity, and costs
- Monitor food preparation methods, portion sizes, and presentation of meals to ensure that food is prepared and presented in an acceptable manner
- Negotiate details of dining facility use with clients to ensure that meal service times and menus meet and exceed guest expectation
- Monitor budgets and review financial transactions to ensure that expenditures are authorized and appropriately budgeted
- Prepare, cook, and plate for service, meals to campers and rental guests
- Ensure compliance with local and state standards for licensing
- Follow proper sanitation and safety procedures
- Plan, schedule, and receive food and beverage deliveries, checking delivery contents to verify product quality and quantity
- Order and purchase supplies required for the foodservice operation
- Collaborate with the Akita Director of Site and Facilities in the ordering and purchasing of equipment
- Regularly check freshness of food and ingredients
- Maintain cleanliness and organization throughout the kitchen
- Assign and delegate tasks to assistant and kitchen prep crew members
- Assist in recruitment, training, support, supervision, evaluation, and provide continuing education to staff
- Coordinate kitchen schedule with site staff schedule

MINIMUM QUALIFICATIONS

- Must be at least 19 years of age
- High school education or equivalent
- Culinary arts degree preferred
- Ability to lift up to 50 lbs
- Previous experience working in a kitchen and/or food industry required



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- Ability to operate equipment associated with essential functions
- Problem solving and conflict resolution skills
- Ability to assess and communicate information with kitchen assistants, site staff, campers, parents, and rental guests
- Ability to work effectively in a team context, contributing to team process
- Current ServSafe Manager Certification

PHYSICAL REQUIREMENTS

- Regularly spend long hours sitting and using office equipment and computers
- Regularly move from sitting to standing positions effortlessly
- Regularly work on repetitive tasks
- Regularly use hands and fingers to handle, control, or feel objects
- Regularly hold the arm and hand in one position or hold the hand steady while moving the arm
- Regularly see details of objects that are less than a few feet away
- Regularly speak clearly so listeners can understand
- Regularly understand the speech of another person
- Frequently bend to file and maintain files
- Occasionally lift 25 pounds

CORE COMPETENCIES

Organization: Ability to develop, communicate, and implement goals; ability to effectively delegate tasks to employees empowering them to succeed in their role; ability to maintain accurate records as related to safe food handling and preparation.

Communication: Ability to effectively communicate with guests and employees; Demonstration of concern for satisfying customers.

Planning: Ability to research and plan menus in compliance with customer satisfaction while maintaining a budget; Sets objectives and goals; Develops schedules and staff assignments; Measures performance against goals; Evaluates results.

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TO APPLY OR FOR MORE INFORMATION:

For additional information, contact Danita Young, Camp Akita Site and Facilities Director,
danita@campakita.org or (740) 385-3827 ext 221

Camp Akita, 29746 Logan-Hornsmill Road, Logan, OH 43138