



We build strong kids, strong families, strong communities.

## McGaw YMCA In Evanston Camp Echo Job Description

**TITLE:** Head Cook  
**REPORTS TO:** Operations Manager  
**SUPERVISES:** Second/Assistant Cooks, Dining Room Steward, Kitchen Staff

### SPECIFIC DUTIES

- Works with the Operations Manager to determine equipment needs for the season.
- With the Second Cook, plans menus based on the *Camp Echo Menu Planning Guidelines* document.
- Communicates menu changes and inventory needs to the Second Cook and Assistant Cooks in a timely manner.
- Plans for the salad bar and appropriate vegetarian options for staff and campers.
- Considers the entire GFS product guide and chooses items that have high nutritional value at a reasonable cost.
- Identifies sources other than GFS for any foods not available from GFS, or priced significantly lower than GFS.
- Submits a menu each session to the Operations Manager for approval by a licensed nutritionist (ACA Standard).
- Works to increase his or her own knowledge of nutrition, food handling, cooking methods, and menu options.
- Continuously searches for healthy alternatives for existing entrees, ingredients, and sides at reasonable prices.
- Coordinates menus with the Explorers, Rangers, and Teen xTreme Directors.
- Coordinates food needs for trips with the Teen Adventure Coordinator.
- Coordinates food needs for pack-outs with the Dining Room Steward.
- Places food and supply orders.
- Supervises the food and supply deliveries.
- Maintains current inventory.
- Responsible for cleanliness of the kitchen, appliances, reach-ins, walk-ins, white room, and warehouse.
- Arranges the schedules of the Second Cook and Assistant Cooks to provide adequate coverage for all meals.
- Prepares and serves meals as scheduled.
- Ultimately responsible for cleaning the ovens, stoves, grill, and meal preparation area for assigned meals.
- Ultimately responsible for the kitchen cleanup process for assigned meals.
- Ensures that the kitchen is in tip-top shape, meeting Health Department requirements, at all times.
- Reports maintenance needs to the Property Manager.

### ADDITIONAL DUTIES

- Models, teaches, and upholds the Camp Echo Code of Conduct and protects the well-being of all campers.
- Maintains positive relationships with campers, parents and other staff
- Encourages physical, emotional and spiritual growth and positive character development in all campers
- Works to increase his or her own cultural competence and helps to create an environment that values diversity
- Prepared to do anything else deemed necessary by the Camp Director.

### QUALIFICATIONS

- Age 25 or older
- Certified in CPR and First Aid
- Leadership ability and teamwork oriented
- Three years experience cooking in an institutional setting
- Documented experience in food service management (ACA Standard)
- A commitment to incorporate the spirit of the *Activate America* initiative into Camp Echo's menus.
- A commitment to working with a diverse staff and camper population for the fulfillment of YMCA goals.