



Greater Colorado Council – McNeil Scout Ranch

Job Title:	Head Cook	Property:	McNeil Scout Ranch at Peaceful Valley
Camp/Department:	Operations	Salary Level:	Based upon current salary chart.
Location:	22799 N. Elbert Rd Elbert, CO 80106	Staff Supervisor?:	Yes
Reports to:	Ranch Director	Certifications Req:	Yes
Will Certify Applicant?:	Yes	Driving Required?	No

Job Summary

Manage the overall food preparation, cleaning and execution of meals and the camp kitchen. Help ensure nutrition and diet needs are met of campers and staff. Ensure meals are served correctly, in proper quantities, and on time to campers.

Job Description

ROLE AND RESPONSIBILITIES

- Assist in the supervision of personnel assigned to the kitchen and food service operations. Work with the Food Service Director in creating work schedules while following policies on labor and hours.
- Train kitchen staff on proper techniques in food preparation and sanitation.
- Supervise staff in the preparation of food. Ensure quality control and reduce waste.
- Assist the Food Service Director in maintaining and tracking inventory.
- Ensure meals and snacks are ready on time and prepared in proper quantities.
- Follow menus closely, making substitutions only when necessary or items are unavailable. Follow all approved recipes, do not deviate from standard and approved menus and recipes.
- Manage the Special Diets Cook to ensure special diets are prepared and served properly. Prevent cross-contamination when possible.
- Maintain food service paperwork. Maintain temperature logs.
- Through the Dining Hall Steward, work to ensure campers diets and needs are met. Work with the Dining Hall Steward on proper serving of food items and correct portions.
- Manage and maintain cleanliness of kitchen areas including coolers, freezers, dry storage, restrooms, ovens, dishwasher and all other parts of the kitchen. Ensure health standards are met or exceeded.
- Assist in the set up and take down of food service areas. Assist in the set up and take down of all other camp facilities. Assist with the cleaning of all camp areas including restrooms and showers.
- Other duties as assigned.

CERTIFICATIONS & REQUIRED TRAINING

- ServSafe Manager (Provided by the Council if needed)
- ServSafe Allergens (Provided by the Council if needed)
- CPR, AED, First Aid, Prior to Start of Camp (Provided if Needed)
- Youth Protection (Online Prior to Camp)
- More training may be required as determined by Council Management

REQUIRED FOR THE JOB

- Must be able to read, speak and write the English language
- Must be able to lift 50lbs.
- Must be able to work outdoors at an elevation of 7,000+ feet above sea level in varying weather conditions
- Must be 18 years of age or older
- Must be able to pass a background check from the TRAILS database, CBI and the FBI
- Must be able to become a member of the Boy Scouts of America
- Must have reliable transportation to and from the work site on assigned days and times in an area without public transportation or ride-share service.
- **Two years working in food service is required.**
- **One year managing other employees is required.**
- Experience in a summer camp environment preferred but not required.

DIRECTLY SUPERVISES

- Assist in the supervision of the Cooks, Special Diet Cooks, Dishwashers, Dining Hall Steward

ADDITIONAL NOTES

- This position will assist in the management and supervision of food service staff. All food service staff report to the Food Service Director.