



Camp Head Chef & Custodial Support

REPORTS TO: Operations Director

JOB STATUS: Full time (40 hours/week), salary position:
Onsite lodging available at Mt. Hood Kiwanis Camp, Government Camp, OR during cooking extended assignments

OVERVIEW:

The Camp Head Chef is responsible for creating recipes and preparing all meals served campers (summer) and to rental groups (fall, winter, spring) that purchase food service during their stay at Mt. Hood Kiwanis Camp. This person will also monitor the safety and sanitary levels of activities within the kitchen to comply with Oregon Health Department standards and ensure food is cooked in a clean and safe environment.

The Head Chef must be able to create unique menus that fit a variety of meal plans, including vegetarian and vegan diets, as well as accommodating gluten, nut, lactose, or other food allergies. This person must also monitor food inventories and prepare orders for additional goods, while working within a budget and minimizing waste.

As we continue to grow our expanding food services, this position will also work with the Camp Rentals Coordinator with the day to day custodial aspects of the Camp. In times where meals service is not purchased by a rental group, this position will assist in the hosting and cleaning aspects for the group.

The person who accepts this position must be flexible, work well with others, have a commitment to caring for the camp property, and live up to the standards of the Mt. Hood Kiwanis Camp.

This is a full-time, salary position. However, hours vary seasonally from up to 55 hours weekly during the summer to a low of 30 hours weekly during slow rental periods in the winter.

ESSENTIAL FUNCTIONS:

1. Ability to use computers, including Microsoft Windows, Excel, and Word.
2. Ability to understand financial statements and manage a budget.
3. Ability to communicate effectively over the telephone, by email, and in writing.
4. Ability to communicate well with children, adolescents, and adults.
5. Ability to present good customer service and demeanor to all staff members, rental groups, vendors, and guests.
6. Ability to prioritize, meet deadlines, and manage multiple tasks.
7. Familiarity with health, safety, and fire prevention procedures.

PORTLAND OFFICE
10725 SW Barbur Blvd, Suite 50
Portland, OR 97219
p 503 452 7416 f 503 452 0062

CAMPSITE
US Forest Service Rd 2639
83500 E Kiwanis Camp Rd
Government Camp, OR 97028
p 503 272 3288 f 503 272 0260

www.mhkc.org



SPECIFIC RESPONSIBILITIES:

- Ensure kitchen facilities operate and are maintained in accordance with American Camping Association standards, federal and state laws, and local health and fire department regulations, as well as Mt. Hood Kiwanis Camp policies.
- Maintain a safe and sanitary environment for food handling, storage and service. Including maintenance of all food-service areas in kitchen and dining hall, staying alert to equipment and facilities to ensure proper utilization, care and maintenance, and reporting to the Campsite and Facilities Director any issues, equipment needing repair, and management of routine/required equipment or kitchen facility inspections.
- Routinely communicate and coordinate the activity of the Camp kitchen with the Campsite and Facilities Director and Assistant Director.
- Co-manage a system for routine, seamless communication with the Rentals and Volunteer Coordinator and other staff members who are engaged in carrying out elements of a rental group's stay at camp.
- Provide food services to guest groups who request onsite catering, including meal planning for regular, vegetarian, and vegan diets, as well as accommodating gluten, nut, or other food allergies. Establish meal service times for the MHKC kitchen, and meet the agreed upon schedule in serving meals to rental customers.
- Work within a budget making menus and food orders, in addition oversee the inventory and ordering of food, equipment, and supplies. Manage relationships with Camp food vendors; order, accept, unload, and inventory deliveries of food, supplies, and equipment.
- Capable of leading and providing direction in the kitchen, managing assistant cooks and other kitchen staff to utilize approved food preparation standards, and best practices in the setup and cleanup of dining hall, and washing of dishes.
- Return telephone calls and other inquiries from rental customers promptly.
- See that required camp paperwork and regular communication with camp staff in the business office are fulfilled in a timely manner.
- Represent the Mt. Hood Kiwanis Camp in a positive manner, including language, appearance, and demeanor in working with guests, vendors, volunteers, year-round and seasonal staff, intruders, and all other persons visiting camp.
- Assist in the cleaning of lodging areas, bathrooms, kitchens, and Camp grounds.
- Other duties may be assigned as required.

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PHYSICAL ACTIVITIES / MENTAL DEMANDS: Reaching, pushing, pulling, grasping, reading, detail work, confidentiality, problem solving, stress, math, reasoning, verbal communication, written communication, customer contact, multiple recurrent tasks, and constant interruptions.

POSITION REQUIREMENTS:

- Required education: certificate, degree, or diploma in the culinary arts
- Must maintain first aid/CPR and food handler's certifications.
- Experience in institutional, commercial, or large food service setting.
- Knowledge of and experience in food service: ordering, inventory, budgeting, food preparation, and commercial kitchen equipment.
- Knowledge of and adherence to federal, state, and local laws governing food service operations.
- Must pass a background check.
- Also requires maintenance of, or ability to obtain, a current Oregon Driver's license and insurability by Mt. Hood Kiwanis Camp's auto policy carrier.

Salary & Benefits:

\$31,200. Mt. Hood Kiwanis Camp offers a competitive and generous benefits package, including 401k, medical and dental insurance, and all banking holidays.

Application:

Send your cover letter and resume to Allan Cushing, Operations Director, at allan@mhkc.org by October 18th, 2019.