

**Diocese of Sacramento  
Job Description**



**Location:** Sierra Foothills  
**Title:** Head Cook  
**Department:** Office of Youth and Young Adult Ministry  
**Classification:** Non Exempt  
**Schedule:** Seasonal June– August

**REPORTS TO:** Director, Camp Pendola

**JOB SUMMARY:** Responsible for the preparation of all meals and snacks for staff and campers, including meal prep of food for overnight camping trips.

**ESSENTIAL ELEMENTS:**

1. Visual and auditory ability to identify and respond to environmental and other hazards related to the work environment.
2. Ability to lift 50 pounds and unload/move food and supplies.
3. Ability to assess conditions of food.
4. Ability to operate electrical and mechanical equipment
5. Ability to follow written recipes.

**GENERAL RESPONSIBILITIES:**

1. Manage aspects of Food Services for the summer including:
  - a. Food ordering and maintain adequate inventory to accommodate special diets.
  - b. Order paper supplies for camp including toilet paper, paper towels, hand soap and cleaning supplies.
  - c. Notify Camp director of any malfunction or break down of equipment and appliances
2. Oversee assigned kitchen staff in preparing foods by performing any combination of the following tasks:
  - a. Set-up and break down kitchen daily
  - b. Prepare foods, vegetables, meats, breads, soups, etc.
  - c. Wash and store dishes, pots & pans, and utensils
  - d. Maintain kitchen, pantry, soup room, and walk-in cleanliness.
  - e. Conduct daily checks of equipment for safety, proper temperatures, cleanliness and good repair
  - f. Assist in conducting initial and end-of-season inventory, storing and keeping equipment in good condition
  - g. Lead the end of season cleaning of the kitchen which includes packing next season.
  - h. Other duties as assigned.

**Desired Qualifications:**

- Ability to use Microsoft Windows Office Professional programs
- 1-2 years of experience in a camp setting or commercial kitchen
- First Aid and C.P.R. for the Professional Rescuer Certification
- California Food Handler Certificate Required
- Valid Driver's License

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SIGNATURE OF EMPLOYEE

\_\_\_\_\_  
DATE

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SIGNATURE OF SUPERVISOR

\_\_\_\_\_  
DATE