Head Cook

Job Description 2026

Camp Cook

Responsible to:
Executive Director and/or Board of Directors

Purpose:
The Camp Cook is responsible for the management, oversight, and production of all kitchen operations, including staff and volunteers.

Duties and Responsibilities:
The Camp Cook has five major areas of responsibility:

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1. Food Preparation

- Prepare healthy, cost-effective meals (three per day plus nightly snack).
- Work with the Executive Director to create and adjust weekly menus as approved.
- Review menus before each camp session to ensure all required groceries and supplies are ordered and available.
- Work in conjunction with the Executive Director on weekly food and kitchen supply orders and double-check the day before each session to confirm all items are on hand, recognizing the camp's rural location.
- Accurately calculate portions to ensure all campers and staff are well-fed.
- Oversee all cooking and baking or delegate to the assistant cook as needed.
- Focus on main dishes while accommodating dietary restrictions and allergies.
- Ensure all food is prepared and served at the correct temperature and quality.
- Once food is ready, train kitchen staff on portion sizes and serving techniques before going off duty.

2. Supervision of Kitchen Staff

- Manage start and end times for all kitchen staff.
- Coordinate staff breaks with the Staff Coordinator based on daily kitchen needs.
- Ensure all staff, volunteers, campers, and visitors follow food safety standards at all times.
- Delegate tasks to maintain efficiency and cleanliness across all kitchen areas (table setup, dishwashing, appliance cleaning, towel management, etc.).
- Foster an efficient, positive, and team-oriented work environment.
- Train, mentor, and equip kitchen staff and volunteers for success in all assigned duties.

3. Food Storage and Inventory

- Receive and verify deliveries, ensuring accurate invoices and proper product rotation in storage.
- Oversee proper labelling and storage of leftovers for future camp use.
- Maintain accurate inventory of all food, baking, and cleaning supplies, communicating needs to the Executive Director for reordering.

4. Maintaining a Clean Kitchen

- Keep a clean, organized workspace at all times.
- Ensure all cookware and appliances are cleaned and stored properly.
- Train staff in proper cleaning methods, especially when using harsh chemicals.
- Oversee the washing and storage of dish towels and aprons.
- Coordinate with the Staff Coordinator/Assistant Manager regarding maintenance tasks (waste removal, sweeping, mopping, and power washing).

5. Communication and Reporting

- Maintain open, positive communication with the Executive Director, Assistant Manager, and Staff Coordinator.
- Keep records of meals served, quantities prepared, campers served, and leftovers for future reference.

Qualifications

The Cook will meet the following criteria:

Minimum Professional Experience and Knowledge:

- At least 21 years of age.
- High school diploma or equivalent.
- Must be up to date with current Food Safety/Handlers course.
- Must have current First Aid certification or be able to obtain it prior to starting.
- Excellent cooking/baking skills.
- Completed and have a clear Criminal Record Check, Vulnerable Sectors Check and Child Abuse Registry Search.
- Possess superior organizational and planning skills.
- Flexible and creative.
- Experience working in an industrial kitchen with a working knowledge of all major appliances.
- Experience supervising others, the desire to mentor young people, and the ability to get along well with children, youth, and adults.

Preferred Professional Experience and Knowledge:

- Some university, college, or technical school training in related field.
- Other current certifications seen as advantageous include: WHMIS.

Working Conditions

Term of Employment

The job of Camp Cook at Malagash Bible Camp is a full-time, salaried position, hired on a seasonal basis (~11 weeks), commencing in June 2026, and ending in August 2025. Specific dates to be outlined in the letter of offer.

Hours of Availability

The Camp Cook typically works shifts alternating with those of an assistant cook. The weekly schedule begins at staff meeting 2 hours before the start of each camp on Sunday (usually around 2:00pm) through the end of the camp week on Friday (usually around 6:00pm). Schedules will be negotiated after hiring.

Remuneration

Malagash Bible Camp is a non-profit organization, which obtains its revenue from donations, camper fees, and periodic government employment grants; as such, we are not in a position to offer lucrative salaries. Furthermore, it should be understood that the position of Camp Cook is as much a ministry as it is a job, and it may at times

require an investment of time above and beyond the agreed hours of availability. Nevertheless, we attempt to offer our employees remuneration in keeping with guidelines for parallel industry standards.

A salary, paid bi-weekly, as agreed on by the Camp Treasurer will be negotiated, depending on expertise and experience. Housing is provided for the term of employment. For taxation purposes this is considered as a “taxable benefit” at a rate of $25 per week. Meals are provided during the regular operating hours of camp.