



SUMMER CAMP JOB ANNOUNCEMENT/DESCRIPTION

POSITION TITLE: Kitchen Supervisor/Cook
REPORTS TO: Camp Director
DATE: Summer 2012

GENERAL FUNCTION: The Kitchen Supervisor/Cook is responsible for carrying out overall kitchen operations including cooking 2 meals (breakfast, lunch or dinner), coordinating cook staff, food and supply ordering, general cleaning, dishes and record keeping. Additional duties may include camp program support which involves general counselor support, teaching activities, basic camp operations, and other duties as assigned by the Camp Director.

The Stevens Point Area YMCA Summer Camp Programs offer a wide variety of opportunities for campers ages 7-17. Programs include; 7 weeks of week-long Resident Camps - Nature Quest Camps (coed-ages 8-14), Camp Wise Spirits (girls-ages 8-14), Timbertop Camp for Children with Learning Disabilities (coed-ages 9-13), and 3 Night Beginning Adventurers (coed ages 7-11); 12 weeks of Traditional Day Camp (coed-ages 7-13); 4 weeks of Teen and Adult Backpacking, Canoeing/Kayaking, Caveing, and Rock Climbing Trips; a Counselors In Training program; and other general summer programs and activities. Camp is located 14 miles east of Stevens Point on crystal clear spring-fed Lake Elaine. Over 100 acres of mixed forest, glacial ridges and hollows makes it an ideal setting for our camp. Camp serves up to 100 total campers per week. Our Camps offer traditional camp activities with an emphasis on environmental education.

QUALIFICATIONS: Training and/or experience in kitchen supervision and/or previous grouping cook experience required. Preference will be given to applicants who have completed college course work or a degree in food management, nutrition, camp management, environmental education, education, recreation or related fields. Previous leadership experience and/or desire to work with youth and teens is required. Must be a positive role-model, flexible, energetic, dedicated and a responsible team player. CPR and first aid certifications are required (on site training may be available).

PHYSICAL REQUIREMENTS: Must be able to lead and participate along with groups of campers in various physical activities and in various indoor/outdoor settings. Prior to work all staff will be required to provide a Physician signed health examination which includes a Mantoux Tuberculin Skin Test.

WAGES: Pay ranges from **\$8.25 – \$9.00** per hour for 15-40 hours/week from May 21 – September 1, 2012 (depending on experience and qualifications).

APPLICATIONS: For more information and application forms, please contact:

Pete Matthai, Camp Director
Stevens Point Area YMCA, 1000 Division Street, Stevens Point, WI 54481
pmatthai@spymca.org (715) 342-2980 ext. 308

APPLICATION DEADLINE: Position will be filled as a qualified applicant is identified with the intent that the position will be filled by April 15th.

WORK SCHEDULE: Typical work week for the Kitchen Supervisor/Cook is 15-40 hours/week including cooking and services for 2 meal times, Sunday-Saturday and duties as assigned in the job description. Typical times may include 6:30am-9:30am Breakfast, 10:30am-1:30pm Lunch, 4:30pm-7:30pm Dinner.

*A detailed schedule of food service days will be provided. Typical times may vary based on amount of time needed to prepare for and clean-up after meals and complete any additional duties.

2012 PROGRAM SCHEDULES INCLUDE:

Resident Camp Staff		Adventure Trip Staff		Day Camp Staff	
May 29-June 9	Staff Training – All ON	May 29-June 9	Staff Training – All ON	May 29-June 9	Staff Training – All ON
June 7-9	Staff Training Day Camp	June 7-9	Staff Training Day Camp	June 7-9	Staff Training Ready-Set-Camp
June 10-15	LIT/CIT Training; Day Camp;	June 10-15	LIT/CIT Training; Day Camp;	June 11-15	Crazy Camp Crafts
June 18-22	*Day Support; Thurs ON	June 17-22	Climbing/Caving Trip	June 18-22	Pioneer Adventure w/ Thurs. ON; Horse Camp
June 24-30	The Adventure - NQ	June 24-30	Resident/Day Support	June 25-29	Camp Olympics
July 2-3, 5-6 July 6-7	*Day Support; Weekend Kids Day/Night	July 2-3, 5-6 July 6-7	*Day Support; Weekend Kids Day/Night	July 2-3, 5-6 July 6-7	*Campfire Cook Off; *Nock When Ready Weekend Kids Day/Night
July 8-13	Beginning Adv's & Campers for LIFE - NQ	July 8-13	Resident/Day Support	July 9-13	Zombie Survival; Thurs. ON
July 16-20	*Day Support; Wed. ON; Thurs. Open House	July 15-20	Backpacking Trip	July 16-20	The BIG Catch; Wed. ON; Thurs. Open House
July 22-28	Camp Wise Spirits for Girls	July 22-28	Day Camp; Female on Res Camp	July 23-27	Artrageous All Female on Res Camp (22-28)
Jul 30-Aug 4	*Day Support; Thurs. ON Sat. Timbertop Training	Jul 29-Aug 4	Sea Kayaking Trip; Sat. Timbertop Training	Jul 30-Aug 3	Wet n' Wild w/ H2O Trip; Thurs. ON; Horse Camp
Aug 5-11	Timbertop Camp for Kids w/ LD	Aug 5-11	Timbertop Camp for Kids w/ LD	Aug 6-10	Wild, Wild West w/ HR; Theater Camp
Aug 12-18	Splash & Sport - NQ	Aug 12-18	Resident/Day Support	Aug 13-17	Fun-Struction;
Aug 20-24 Aug 24-26	*Day Camp Support; Wed. ON; *Family Camp Weekend	Aug 20-24 Aug 26-28	Day Camp Support; Wed. ON; *Family Camp Weekend	Aug 20-24 Aug 26-28	Great Outdoors w/ Wed. ON; *Family Camp Weekend
Aug 27-Sept 1	*All ON - Day Camp Support; Wed. ON; Thurs. Open House Camp Clean-up	Aug 27-Sept 1	*All ON - Day Camp Support; Wed. ON; Thurs. Open House Camp Clean-up	Aug 27-Sept 1	All ON - Best of Best; Wed. ON; Thurs. Open House Camp Clean-up

**Indicates Possible Week Off (Depending on Requests and Need)*

ON = Wednesday or Thursday Day Camp Overnighter

KEY RESULT AREAS:

- Provide nutritious and balanced meals for all campers, staff and visitors.
- Maintain a clean, sanitary and organized kitchen and food service environment.
- Meet all licensing codes.
- Timely order all kitchen and food supplies.
- Maintain organized records.
- Provide a SAFE and FUN experience for all summer camp program participants.
- Ensure smooth kitchen and program operations that are responsive to participants needs.
- Establish positive and productive relationships with campers, parents and staff.
- Support social, emotional, spiritual, and physical development and provide positive guidance to all program participants.
- Provide positive leadership and role modeling.
- Maintain a flexible, energetic, and mature attitude.
- Incorporate Character Development, the YMCA Four Values, and the YMCA mission into all aspects of the summer camping programs.
- Maintain a commitment to professionalism and quality programming.
- Ensure the safety and well being of participants by maintaining all program equipment and facilities.
- Work as a contributing team member and demonstrate initiative.
- Adhere to the Stevens Point Area YMCA Code of Conduct, Staff Polices, and Camp Licensing procedures.
- Adhere to OSHA standards and guidelines.

I understand and mutually accept that the above job description represents my agreement as to the job to be performed and that this job description is not a contractual agreement.

Employee Signature _____

Date _____

Employer Signature _____

Date _____