



SUMMER CAMP JOB ANNOUNCEMENT/DESCRIPTION

POSITION TITLE: Kitchen Supervisor/Cook

REPORTS TO: Camp Director

DATE: Summer 2017

GENERAL FUNCTION: The Kitchen Supervisor/Cook is responsible for carrying out overall kitchen operations including meal planning, cooking 2 meals (typically breakfast and lunch), 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.

YMCA Camp Glacier Hollow offers a variety of traditional Resident Overnight Camps, Day Camps and Adventure Trips for youth ages 7-17. We are dedicated to providing a safe, fun and small group environment, which develops the spirit, mind and body of each individual. Camp is a special place where youth and teens learn about the environment, develop positive values, make meaningful friendships, learn new skills and increase self-confidence. In our community of caring adults Y Camp Glacier Hollow helps kids grow and find themselves. Camp is nestled just 14 miles east of Stevens Point in beautiful Central Wisconsin on Lake Elaine. Camp serves up to 150 total campers per week and runs from May 30 – September 2, 2017.

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). Some online pre-camp training may be required.

PHYSICAL REQUIREMENTS: Must be able to perform cooking and cleaning duties in the kitchen. Must be able to easily move through camp, effectively communicate and actively interact with staff, campers and parents. Must be able to routinely lift and carry kitchen cooking equipment and supplies (20-60 pounds). 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 \$9.50 – \$11.00 per hour for 15-40 hours/week from May 13 – September 2, 2017 (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.

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Stevens Point Area YMCA (Business)

1000 Division Street • Stevens Point, Wisconsin 54481 • 715-342-2980 • fax: 715-342-2987 • www.spymca.org

YMCA Camp Glacier Hollow (June – August)

P.O. Box 142 • 9289 Pavelski Road • Nelsonville, WI 54458 • 715-824-5267 • www.glacierhollow.com

WORK SCHEDULE: Typical work week for the Kitchen Supervisor/Cook is 20-40 hours/week including cooking and services for 2 meal times, Sunday-Saturday and duties as assigned in the job description. Typical times may include 6:00am-9:30am Breakfast, 10:00am-1:30pm Lunch, 4:00pm-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.

2017 PROGRAM SCHEDULES INCLUDE:

Resident Camp Staff		Adventure Trip Staff		Day Camp Staff	
May 30-June 9	Overnight Staff Training Day Camp (8 th & 9 th)	May 30-June 9	Overnight Staff Training Day Camp (8 th & 9 th)	May 30-June 9	Overnight Staff Training Camp 2.0 (8 th & 9 th)
June 12-16	LIT Training w/ Thurs. ON	June 11-16	Flambeau River Canoe Trip	June 12-16	Sportsa' Palooz w/ Wed. ON
June 18-23	CIT Training	June 18-23	Climbing/Caving Trip	June 19-23	Zombie-Pirate w/ Wed. ON
June 25-July 1	Campers for LIFE	June 25-July 1	Resident/Day Support	June 26-30	Carnival Adventure Horse Camp
July 3, 5-7	*Day Support; Thurs. ON	July 3, 5-7	*Day Support; Thurs. ON	July 3, 5-7	Party In The USA w/ Thurs. ON
July 9-15	Camp Wise Spirits for Girls	July 9-15	Day Support; Female on Res Camp	July 10-14	Wet N' Wild 1 All Females on Res Camp
July 16-21	Beginning Adv's; Thurs. ON & Day Support	July 16-21	Backpacking Trip	July 17-21	Hooked On Fishing w/ Thurs. ON
July 21-22	Weekend Kids Day/Night	July 21-22	Weekend Kids Day/Night	July 21-22	Weekend Kids Day/Night
July 23-29	The Adventure	July 23-29	The Adventure Resident/Day Support	July 24-28	Dinner and a Play Horse Camp
July 31-Aug 4 Aug 5	Day Support; Thurs. ON Saturday Timbertop Training	July 30-Aug 4 Aug 5	Sea Kayaking Trip; Saturday Timbertop Training	July 31-Aug 4	Wet N' Wild 2 w/ Thurs. ON
Aug 6-12	Timbertop Camp for Kids w/ LD	Aug 6-12	Resident/Day Support	Aug 7-11	Wild, Wild West w/ HR Camp SOAR
Aug 13-19	Splash & Sport	Aug 13-19	Resident/Day Support	Aug 14-18	Mythical Mysteries (Bigfoot) Camp SOAR
Aug 21-25 Aug 25-27	Day Camp Support; Wed. ON; *Family Camp Weekend	Aug 21-25 Aug 25-27	Day Camp Support; Wed. ON; *Family Camp Weekend	Aug 21-25	Outdoor ED-V... w/ Wed. ON Horse Camp
Aug 28-Sept 1 Sept 2	*Day Camp Support; Wed. ON; Wed. Open House Saturday Camp Clean-up	Aug 28-Sept 1 Sept 2	*Day Camp Support; Wed. ON; Wed. Open House Saturday Camp Clean-up	Aug 28-Sept 1 Sept 2	Camp Flashback w/ Wed. ON; Wed. Open House Saturday 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 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 _____