



Kitchen Coordinator Job Description

June 27-July 1, July 25 - August 15th

Compensation: Pay is \$1500/week. *Potential for room and board. Work trade for family member presence at camp is negotiable.*

The Kitchen coordinator will be responsible to the Common Ground Center (CGC) Program Director for the following elements of the kitchen for Camp Common Ground (vegetarian) and Camp Kaleidoscope (omnivore):

1. Procuring and ordering all necessary supplies for the creation of meals for the camp population;
2. Working with Cooks to create/follow a menu;
3. Upholding the safety and cleanliness standards of the CGC kitchen throughout the program; Ensuring that the dietary needs of all campers and camp staff are being met in an equitable way;
4. Participating in morning meeting with core staff to help ensure any and all challenges are being met with regard to kitchen staffing, food safety and general health of the camp;
5. Overseeing the cleanup of the kitchen following the end of each program;
6. Creating and overseeing the kitchen staff scheduling;
7. Organizing kitchen storage and putting away deliveries as deliveries come in;
8. Filling kitchen roles in staff absences;
9. Other duties as assigned.

Requirements & Skills:

- i) Current Servsafe certification;
- ii) Relevant food service experience in residential, restaurant or school setting;
- iii) Current driver's license and access to vehicle (mileage reimbursed)
- iv) Flexibility in planning and creative problem solving;
- v) Excellent communication skills and patient management style;
- vi) Experience with Vegetarian cooking for large groups.

Please send resume along with references to flannery@cgcv.org