

Camp Address
2411 Westside Place,
Kelowna, BC, V1Z 3T5



Office Address
201 - 380 Leathead Road,
Kelowna, BC, V1X 2H8

Job Description – Head Cook

The head cook is responsible for preparing 3 meals a day plus snacks for up to 80 campers and volunteers/staff with the assistance of the assistant cook.

RESPONSIBLE TO: Camp Director

QUALIFICATIONS:

- Commitment to the Christian aims and purposes of the Camp.
- Strong leadership and organizational abilities with the ability to work with others.
- Willingness to take direction and follow instructions.
- Ability to prepare meals and ensure cleanliness of kitchen including all equipment.
- Kitchen experience and Food Safe.
- Ability to prepare 3 meals a day for up to 100 campers and staff
- Emotionally mature and willing to accept responsibility
- Must be at least 16 years of age

ESSENTIAL FUNCTIONS:

- Work and participate as a team member with other staff in all aspects of camp life.
- Visually observe behavior of campers in your care, and report any concerns to the Director.
- Visually identify hazards in your program area, and respond appropriately.
- Be able to work and communicate well with a variety of age groups.
- Actively participate in every aspect of camp life when duties allow and work with other staff as a team member in planning events and evening programs.
- Have a high standard for the care of your personal possessions and be tidy in your personal living space and those of others.
- Assist camp director in maintaining high standards of safety and health within your program area in accordance with the BCCA accreditation standards, be ready to assist in emergency situations as required.
- Assist with minor maintenance and cleaning duties and projects under the supervision of the Property Manager
- Work with the staff team to clean and organize the camp every Friday from 3 to 5pm during the camping season.
- Available to sleep in a cabin to supervise campers overnight in accordance with our accreditation standards.

Email – oac.director@gmail.com Phone – 778 803 7719
www.campoac.com

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SPECIFIC RESPONSIBILITIES:

- Work with the assistant cook in the preparation and serving of meals, snacks, and mug-up.
- Put away and store all cooking supplies properly.
- Clean the kitchen and dining hall to ensure it complies with all food safe and accreditation standards.
- Assist with kitchen set up at the beginning of the season as well as the end of season clean-up and storage of equipment.
- Assist with special requests to accommodate programming or themes.
- Note any allergies or special diets. Ensure no exposure to allergies.
- Preparation of food as the planned menu indicates set up food, supplies, and utensils for dining hall distribution.
- Store food and leftovers according to Food Safe standards.
- Reduce waste, reuse items, and recycle as indicated through the camp's procedures.
- Create a menu and work to organize supplies for any meals eaten off-site to ensure adequate and accurate amounts and variety and ensuring all equipment is in good working order.
- Provide direction to the assistant cook and supervise the overall clean-up of the kitchen area including: Washing and drying pots, pans, utensils, and dishes used in the kitchen. Ensure the floors in the dining hall and kitchen are cleaned after each meal.
- Proper disposal of waste, recycle materials and compost. Think Green!
- Ensure policies and rules for Camp Owaissi and the adventure area are understood and observed by campers, staff, and volunteers.
- Seek advice, guidance and assistance from the program coordinator in resolving issues.
- Provide evaluation report for assistant cook position with recommended changes, by Aug. 31st of camp year, to jobs@campoac.com

We encourage staff applications from everyone, regardless of your situation. If you identify as part of a minority and/or have a disability, we are dedicated to working alongside you to help ensure an equitable and inclusive hiring process.

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