

Summer Camp Cook Job Description

Introduction:

Summer camp Cook is a senior role within a growing company, the position is on a temporary contracted basis. Summer camp Cook is a highly valued and appreciated role within High adventure and demands a large amount of dedication and professionalism. You are entirely responsible for the Domestic Team and provision of meals for the duration of your contract period. This is an annual position that we want the best and most professional staff to return to year upon year.

This is a residential live in position Monday to Friday. There are no specified hours of work. You are required to work the hours needed to ensure the job description is met and the meals served are to the highest possible standards for the period of your contracted services. The value of remuneration reflects the commitment and hours required of this contract. The nature of the work will at times involve unsociable hours and possible hours during weekends.

General Job Description:

1. To ensure the safe, smooth and efficient management of all aspects of the domestic services delivery to summer camp. Ensuring at all times the visiting young people, visiting staff and high adventure contracted staff are your first priority.
2. The Cook is at all times to be fully aware of, and to maintain, professional boundaries and behaviours between themselves all other staff members and clients; including both HA staff and visiting members of staff accompanying groups.
3. The Cook is fully responsible for all aspects of domestic services on site: Client liaison in regard to specific dietary requirements, accurate and complete paperwork submission, staffing, kitchen set up and pack down, staff training, liaising with the Camp Manager, problem solving issues on a daily basis and attending to all client and staff needs. Any additional duties and roles that may not be listed specifically within this description but contribute to the safe smooth and efficient supply of meals and cleanliness of all areas used by High Adventure are your responsibility.
4. To ensure summer camp is managed in accordance with the High Adventure mission statement, specifically: *HA was formed 7th July 2001 with a clear set of objectives, which are as follows:*
 - *To provide the best possible level of service in all areas of outdoor education.*
 - *To ensure all adventurous activities are delivered to the highest possible standards, taking into consideration the quality of instruction & safety of the group.*
 - *To ensure a safe & comfortable tent village providing good quality social, living & sleeping space.*
 - *To ensure high standards of food delivery.*
 - *HA provides a variety of outdoor courses and strives to ensure that all programmes are fun, varied & interesting and meet the needs of our clients at all times.*
 - *In order to meet all the aims, HA has a duty to ensure that all staff work in a safe & happy environment. As a limited company HA must ensure that all services are provided for in a cost effective way and can meet the demands of the current costs involved in the provision of outdoor education.*
5. To ensure that during the 2 weeks training period the catering facilities and equipment are cleaned and set up as directed. Also, that the full Camp Team are fed 3 meals per day. High standards of food safety and cleanliness must be maintained from the beginning and throughout the duration of the season.

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6. To undertake daily quality control checks of food stores, fridges, freezers, kitchens and dining areas.
7. To undertake a weekly stock-take of all foodstuffs and check rotation and storage is adequate.
8. To hold regular meetings with the camp manager each week, ensuring that you have the correct numbers and dietary requirements off all visiting clients enabling you to correctly plan and produce high quality meals that cater to the needs of all visitors within the remit supplied.
9. To communicate regularly with Andy Cowans the Domestic Director.
10. If any purchases are needed and expenses to be claimed pre-authorisation from senior camp director, off site operations manager or domestic director is needed. Remuneration of expenses will be paid after the receipt of a legible complete expenses form with vat receipts where available/receipts and proof of pre authorisation of purchase. Without pre authorisation and receipts no expenses claim will be valid and no remuneration will be paid.
11. To ensure all pre-authorised expense claims sheets, vat receipts / receipts are submitted to the high adventure office within 7 days of the final day of each month.
12. To conduct a full stock take (at the beginning and end of the season) of all High Adventure domestic equipment and record the result in the approved manner.
13. To pack down all equipment in a clean and dry condition during pack down week.

To apply for the position please email a copy of your CV to andy@highadventureoec.co.uk.