

Girls Quest Camp Oh-Neh-Tah

ASSISTANT CHEF

Job Description

Girls Quest operates Camp Oh-Neh-Tah, nestled on the edge of the northern Catskills, less than a three (3) hour drive from New York City. Situated on 400+ acres, staff and campers have an experience of a lifetime through outdoor and educational activities, and interacting with a diverse and strong community. Building on an 80 year legacy of serving underserved girls from NYC and Greene County, Camp Oh-Neh-Tah will offer a multi-day session for 50 campers with 30 staff. For more information about Girls Quest and our program, please visit our website at www.girlsquest.org.

JOB SUMMARY

The Assistant Chef reports into the Chef and assists the Chef in ensuring healthy meals are prepared and served. He/She assists the Chef in the daily operation and management of the Kitchen as specified in the Kitchen Manual. When necessary, the Assistant Chef is directly responsible for the Kitchen and Kitchen staff when the Chef is unavailable. Since on time, tasty and well prepared meals are a part of the foundation of an enjoyable camp stay, the Assistant Chef plays a role in shaping the overall eating experience for campers and staffers. Alternative housing separate from campers provided.

RESPONSIBILITIES

- Assist Chef in supervising and ensuring the safety of the Kitchen staff while providing clear instructions and guidance
- Help Chef prepare and cook all meals following Health Department regulations
- Help Chef provide excellent service to campers and staff
- Oversee the service counter, serving dishes and Kitchen staff assigned to these areas
- Oversee the food pantry, refrigerator, and freezer and ensure they are organized, maintained and cleaned by Kitchen staff
- Assist Chef in maintaining an accurate Kitchen inventory
- Assist Chef in checking in food deliveries
- Oversee staff in putting deliveries away properly
- Assist Chef in the proper usage, storage and disposal of food products
- Inform Chef of any food spoilage or food shortages
- Assist Kitchen staff where needed
- Help Chef maintain a safe, efficient, clean and organized Kitchen at all times
- Properly use and handle sharp knives, slicing machines and other sharp Kitchen utensils
- Assist Chef in opening and closing the Kitchen on time as described in the Kitchen Manual
- Maintain good communication and a good working relationship with the Chef and Kitchen staff
- Report all problems, incidents and accidents to the Chef
- Complete a final camp evaluation and recommendations for improvements report
- Be willing to step out of your personal comfort zone or box
- Attend and participate in all continued training and staff meetings
- Be adaptive and respectful of all camp participants and the camp environment
- Maintain open communication with all staff
- Help maintain camp spirit

QUALIFICATIONS FOR ALL STAFF

- Desire to work and live in the outdoors for two (2) weeks in upstate New York
- Maturity, good moral character, and integrity
- Understanding and liking of children; knowledge of behavioral issues a plus
- Patience and sensitivity to the needs of children
- Willingness to work as a team player for the benefit of the girls entrusted to our care
- Willingness to forgo significant use of technology except during unscheduled times
- Acceptable Health Exam and current Immunization Record
- Attend mandatory Training Session at camp prior to campers' arrival

QUALIFICATIONS/REQUIREMENTS

- Must be 18 years of age or older
- Must have Food Handlers Certificate
- Must have at least 3-6 months of food handling experience
- Must be comfortable prepping and serving food to 100+ individuals in a youth group setting
- Must be willing, able and comfortable supervising 17-20+ year olds when called upon
- Must abide by all standards, safety procedures/guidelines required by the New York State Health Department, USDA Summer Food Program, American Camp Association and Girls Quest
- Must be willing to interact appropriately with counselors and campers
- Must be willing to learn and follow instructions
- Must be able to read and speak English
- Must be able to communicate and work well with others
- Must be mature, dependable, accountable, reliable, punctual, organized, flexible, attentive to details and open to suggestions
- Must be safety oriented
- Must be willing to wear leather sneakers, a hat or hair net, apron, latex or plastic gloves. No uniform is provided, but proper clothing must be worn

NOTE: Sleeping cabins are rustic, but have electricity and are adjacent to sanitation facilities. Laundry facilities available. Bedding provided, but bring your sleeping bag. Abundant wild life.

TO APPLY

Complete [Camp Staff Application](#) and provide Resume and three (3) Letters of Recommendation. Send to: Constance Stine, Camp Director, Camp Oh-Neh-Tah, 7636 E. Oasis, Mesa, AZ 85207, or Email: campdirector@girlsquest.org **NOTE:** Background checks will be conducted.