

# Girls Quest Camp Oh-Neh-Tah

## 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](http://www.girlsquest.org).

#### **JOB SUMMARY**

The Chef ensures healthy meal planning and preparation. He/She creates menus, is accountable for the Kitchen and Dining Hall and supervises and works effectively with the Kitchen staff. (Kitchen staff includes 3-4 full-time Kitchen Staffers and 1 additional support staff who rotate jobs each meal.) Since on time, tasty and well prepared meals are a part of the foundation of an enjoyable camp experience, the Chef is one of the most important positions at Camp. The position reports into the Camp Director. Alternative housing separate from campers provided.

#### **RESPONSIBILITIES**

- Manage the overall daily operation and management of the Kitchen as specified in the Kitchen Manual
- Supervise and ensure the safety of the Kitchen staff while providing clear instructions and guidance
- Create and develop a varied, healthy, nutritional daily menu, addressing dietary issues, vegetarian/vegan and other needs, while meeting USDA Summer Food Program requirements
- Prepare and cook all meals following Health Department regulations
- Provide camp meals on time and at the required temperatures
- Prepare and maintain accurate Kitchen inventories
- Place timely orders for all food products, check delivery orders and document daily service for the USDA Summer Food Program
- Properly use, store and dispose of food products
- Maintain a safe, efficient, clean and organized Kitchen at all times
- Properly use and handle sharp knives, slicing machines and other sharp Kitchen utensils
- Open and close the Kitchen on time as described in the Kitchen Manual
- Maintain good communication and a good working relationship with the Camp Director and Kitchen staff
- Report all incidents and accidents to the Camp Director
- 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 21 years of age or older
- Must have at least 18 months of cooking experience with savory and sweet food preparation
- Must have supervisory/leadership experience
- Must have a Food Service Operators License. ServSafe certificate is preferable but not required
- Must have food handlers certificate
- Must have experience cooking for 100+ individuals in a youth setting
- Must be able and comfortable supervising 17-20+ year olds
- Must have good work ethic and be a positive role model
- 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 able to develop daily menus and be flexible in creating alternative menus on short notice
- Must be willing to create menus for vegans and vegetarians, as well as develop menus for individuals with allergies or other medical requirements
- Must be able to interact appropriately with children
- Must know how to read and speak English
- Must have good interpersonal and communication skills
- Must be 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](mailto:campdirector@girlsquest.org) **NOTE:** Background checks will be conducted.