



Cornell University

Cooperative Extension

Cortland County

Classification Title: Temporary Camp Kitchen Worker Functional Title: 4-H Camp Owahta– Kitchen Manager/Cook Supervisor & Title: 4-H Camp Owahta Director

General Responsibilities

This position serves as **4-H Camp Owahta Kitchen Manager** responsible to Cornell Cooperative Extension Association of Cortland County. The primary responsibilities of this position are to direct all kitchen functions, plan menus, order food and supplies, and to coordinate three balanced meals and a snack each day. The Kitchen Manager must follow 4-H, USDA and New York State Department of Health guidelines. In addition, this position accepts and performs other duties as assigned and deemed appropriate by the 4-H Camp Owahta Director. *(This position does not include cabin responsibilities.)*

Job Duties

- Prepare a menu in conjunction with the Camp Director and stay within budgetary constraints.
- Order food supplies, check and inventory all incoming shipments of food and/or supplies.
- Prepare nutritious meals and snacks according to USDA standards.
- Keep account of meals served daily.
- Supervise all kitchen staff and assign duties as necessary.
- Insure sanitation and safety conditions, and prepare kitchen and dining room to meet Department of Health regulations.
- Keep a running inventory of food and supplies.
- Maintain all equipment.
- Attend camp orientation program.
- Participate in staff meetings and training events as scheduled.

Reporting Relationships

- Immediate supervision provided by 4-H Camp Owahta Director.

Qualifications

Necessary:

- Must be at least 21 years of age.
- Must have a minimum of 3 years experience preparing menus and budgets, quantity cooking and staff supervision.
- Must have current CPR and First Aid certifications (will train if necessary).

Key Knowledge, Skills and Abilities

- Demonstrated ability to do tasks as assigned.
- Demonstrated ability to work well with others.
- Demonstrated ability to accept guidance and supervision.
- Good character, integrity and adaptability.
- Enthusiasm, sense of humor, patience, and self-control.

Special Requirements

- Must be able to meet the travel requirements of the position.
- Must be willing to work flexible hours, including nights and weekends.