Job Title: Head Chef  
Job Category: Food Service  
Department/Group: N/A  
Location: Camp DeWolfe  
Travel Required: No  
Level/Salary Base: Based on Experience  
Position Type: Contract  
Job Code/ Req#: N/A  
Date posted: 2019  
Posting Expires: Feb 2020  
Will Train Applicant(s): Orientation, SHECAP, Child Safety  
Applications Accepted By:  
E-mail: mtees@campdewolfe.org  
Mail: Matt Tees  
Camp DeWolfe  
408 North Side Road, Wading River NY 11792  
Subject Line: Application  
Include cover letter and Resume with 2 references  

**Job Description**  
**Job Purpose:**  
- The Head Chef cooks all meals at Camp DeWolfe.  
- Leads and manages and develops the food service program at Camp DeWolfe according to policies and procedures, of federal/state requirements, throughout the summer camp program and seasonal retreat program.  
- Provides leadership, support and guidance to all staff.  
- Ensures that food quality standards, inventory levels, food safety guidelines and customer service expectations are met.  
- Maintains records of expenditures, food, supplies, personnel and equipment.  
- Leads summer kitchen staff Christian formation support program throughout the summer.  
**Duties:**  
- Reports to Executive Director.  
- Prepares and cooks all meals for retreat guests and summer staff.  
- Supervises, coordinates, prepares, cooks and evaluates work of all food service employees in preparing and serving food, and cleaning facilities and utensils in a production kitchen and dining hall.  
- Conducts planning and budgeting, managing a cost-effective program serving campers and guests a
variety of meals and drinks.

- Forecasts and plans the purchase of food, supplies and equipment.
- Oversees and carries out menu planning and food preparation for groups up to 150 per meal.
- Maintains required records including food production, inventory, income/expense, and meal counts.
- Ensures that established sanitation and safety standards are maintained.
- Oversees and runs, leads and develops the preparation and serving of food with full participation for all meals – breakfasts, lunches, dinners and any drink station/evening snacks set up.
- Interacts with all guests and staff of the Camp in a professional, calm and polite manner.
- Hires and manage any part time help required for dishwashing and prep and clean-up of the kitchen and dining hall. Leads evaluations and reviews for any kitchen assistants.
- Provide healthy and enjoyable foods geared to both retreat guests, summer campers and special requests (dietary, allergies, special items), while also upholding the camp’s vision and style of food service.
- Lead and develop summer small group and devotions for staff.
- Lead and participate in staff trainings.
- Attend all staff meetings and required trainings by Camp DeWolfe or the Episcopal Diocese of Long Island.
- Must keep a clean, professional, and organized kitchen, dining hall, food storage and filing system.
- Carries out any other additional duties required to develop the ministry of Camp DeWolfe.

**Other Key Responsibilities:**
The Head Chef will be able to do the following expectations/abilities to ensure a positive outcome of productivity:

- Have reliable transportation to and from work
- Required to work 40 hours per week minimum and weekends and holidays and evenings. Days off are 1 day off per week in the summer camp season and 2 days off per week during the retreat season, taken when guests are not on site.
- Capable of leading a staff by giving direction, examples, and teachings.
- Must be able to come to work on time, with the appropriate uniforms/dress and a positive attitude on regular basis.
- Schedule(s) for said position will be made, reviewed and then approved by the Director
- Have the ability to take direction, task list, and job assignments to be completed on time set forth by the Director
- Must be able to work well with others in a team atmosphere in a community of Christian Faith
- Must understand that this is a Ministry and a business in one. It takes a team to make both aspects a true success.
- Driving Camp DeWolfe vehicles for camp trips/activities
- Communication with numerous people with, but not limited to, email, phone, paper, letters, etc...
- Maintain critical credentials for all regulatory, safety, community, and national certifications, inspections, and licenses
The Head Chef, as is the case for all year-round staff, should also be willing to participate in the “behind the scenes” facets of camp life as needed, including, but not limited to:
- Housekeeping and Off-Season Projects
- Maintenance
- Office administration tasks

Skills/Qualifications
- Specialized training in food service management and nutrition is desirable.
- Completed Suffolk County Food Managers course.
- Has physical strength to lift, load, unload, mop, repair, move food and supplies etc.
- Desire to work in a summer camp and retreat setting, working up to 6 days a week in the summer season.
- Energetic and has ability to positively interact with all guests and staff.

Experience
- Experience in quantity food production and personnel supervision (5 years).
- Experience as cook, preferably at a camp. Training and experience in cooking for large groups.
- Knowledge of standards of food preparation, serving, and kitchen procedures.

Benefits
- Family Health Insurance – Including Dental and Vision
- $50,000- Group Life Insurance
- Employee Retirement Savings Program (403b) 12% employer contribution and 3% match
- Paid Vacation
- 12 National Holidays