



## **Kitchen Coordinator Job Description**

**Start Date** June 18<sup>th</sup> (earlier start possible)

**End Date** August 25<sup>th</sup>

**Compensation:** Commensurate with experience and availability. *Room and board included for duration of programs. Work trade for family member presence at camp is negotiable.*

The Kitchen coordinator will be responsible to the Common Ground Center (CGC) Program Director for the following elements of the kitchen for Camp Common Ground (vegetarian) and Camp Outright (omnivore):

- i) Procuring and ordering all necessary supplies for the creation of meals for the camp population;
- ii) Working with Cooks to create/follow a menu;
- iii) Upholding the safety and cleanliness standards of the CGC kitchen throughout the program;
- iv) Ensuring that the dietary needs of all campers and camp staff are being met in an equitable way;
- v) Participating in morning meeting with core staff to help ensure any and all challenges are being met with regard to kitchen staffing, food safety and general health of the camp;
- vi) Overseeing the cleanup of the kitchen following the end of each program;
- vii) Creating and overseeing the kitchen staff scheduling;

### **Requirements & Skills:**

- i) Current Servsafe certification;
- ii) Relevant food service experience in residential, restaurant or school setting;
- iii) Current driver's license and access to vehicle (mileage reimbursed)
- iv) Flexibility in planning and creative problem solving;
- v) Excellent communication skills and patient management style;
- vi) Experience with Vegetarian cooking for large groups.

*For Camp Outright the Kitchen Coordinator will also be responsible for:*

- i) Supervising kitchen volunteers during meal preparation;
- ii) Managing both lunch and dinner service;

Please send resume along with references to [connor@cgcvt.org](mailto:connor@cgcvt.org)