

# GOOD IN THE KITCHEN? CAMP HOBE NEEDS YOU!

a special summer camp for kids with  
cancer (& similar disorders) and their siblings

A head cook and kitchen assistants are needed for 2018 camp sessions. Food service experience and a current food handler permit are preferred for all positions, and supervisory experience is preferred but not required for head cook positions.

Kitchen volunteers receive a small stipend and many other benefits, including time outdoors with awesome, inspiring kids!  
(See the back of this flyer for more details.)

## 2018 Camp Sessions

**Day Camp / Hobé Juniors (camper ages 4 to 6 years)**

June 7 – 9 (Thursday through Saturday)

**Kids Camp (camper ages 7 to 11 years)**

June 10 – 15 (Sunday through Friday)

**Teen Camp (camper ages 12 to 19 years)**

June 17 – 22 (Sunday through Friday)



For more information, contact the Camp Director at (801) 631-2742 or [wapitimama@camphobekids.org](mailto:wapitimama@camphobekids.org) or visit [www.camphobekids.org](http://www.camphobekids.org).

\*College credit may be available (for programs with established service component)



## Head Cook

The head cook works with our kitchen supervisor to prepare menus and order supplies. During each camp session, the head cook is responsible for the following:

- Planning and supervising meal preparation for up to 250 people
- Assigning volunteers as needed
- Following established guidelines
- Requesting additional supplies if needed
- Adapting to special dietary needs and impromptu requests as appropriate.

Stipend: \$500 for Kids Week / Teen Week; \$200 for Day Camp/Hobé Juniors

## Kitchen Assistants

Kitchen assistants help prepare and serve meals and snacks as well as support program activities for each session under the head cook's direction. Other responsibilities include the following:

- Supporting medical and pool staff
- Refilling outdoor drink stations
- Final checkout at the end of the week

Other volunteers are assigned to wash dishes, clean up after meals, and mop; kitchen assistants are not expected to do these tasks on a routine basis. Kitchen assistants can choose between bunking with Camp Directors or with a group of campers and counselors.

Stipend: \$250 for Kids Week / Teen Week; \$100 for Day Camp/Hobé Juniors

## Why volunteer in the Camp Hobé kitchen?

Volunteering in the Camp Hobé kitchen means first dibs on leftover brownies and cookies, tasting rights to brownies and cookies, exclusive water balloon-filling rights, cool music of your choice to groove to while slicing veggies, chatting with awesome colleagues while slicing veggies, getting to dress really silly while serving food, access to the Saran Wrap (important for pranks), coffee all day if you like, delegating post-meal clean-up, delegating mopping, and getting to supervise other volunteers washing dishes.

Detailed job descriptions are available on request.

## **CAMP HOBÉ JOB DESCRIPTION**

### **Head Cook**

**KEY FUNCTION:** The Head Cook works with the Kitchen Supervisor to prepare menus and order supplies. The Head Cook plans and supervises meal preparation at camp, including assigning staff, following established guidelines, obtaining any needed supplies, and meeting special dietary needs.

**QUALIFICATIONS:** Minimum age of 21 years old preferred  
 Previous camp or leadership experience  
 Have working knowledge of running a kitchen for large groups  
 Have experience in food planning & preparation for large groups  
 Self-motivated, good character, adaptability, enthusiasm, and sense of humor, patience and self-control  
 Open and honest in relationships; willing to learn from experience  
 Ability to provide guidance, verbal instruction, and supervision to others in a caring, supportive manner  
 Willingness to participate in camp activities  
 Flexible and able to respond positively to changes in duties or schedule  
 Dietitian or nutritionist preferred  
 Food handler permit or ServSafe certification preferred

#### **GENERAL RESPONSIBILITIES**

Work with Camp Hobé Kitchen Supervisor to plan menu for camp session(s)  
 Motivate kitchen staff to work together as a group  
 Give direction in carrying out policies & operation of camp kitchen  
 Supervise kitchen staff, counselors, and campers  
 Coordinate with activity leaders to prevent overlapping or conflicts  
 Encourage an atmosphere of respect, acceptance, & enthusiasm  
 Follow, implement, and enforce all camp policies, rules, and regulations

#### **SPECIFIC RESPONSIBILITIES**

Prior to the camp sessions:

- Coordinate with Kitchen Supervisor to plan menus & order supplies as needed
- Attend and assist with pre-camp training

During the camp sessions:

- Attend daily staff meetings or send a representative from the kitchen staff
- Instruct kitchen staff in safety, appliance use, refrigeration, dishwashing, and other procedures
- Oversee unloading & storage of food supplies
- Utilize safe storage measures for foods
- Check each storage area (pantry, refrigerator, etc) for proper storage temperatures & conditions
- Ensure that all meals are prepared according to camp schedule
- Oversee preparation of meals, including any special diets for attendees with medical needs
- Submit any receipts to the camp office as soon as possible, but within 15 days of the end of camp
- Prepare a report on exact amounts of supplies used
- Complete inventory of kitchen at end of camp session
- Evaluate performance of assigned staff during camp (informal) and after sessions end (formal)

Other duties as needed or desired

#### **ESSENTIAL FUNCTIONS**

Protect confidentiality of campers and staff  
 Able to understand & implement requirements of ACA accreditation standards  
 Able to communicate instructions to campers and staff  
 Able to observe & assess camper and staff member behavior, & enforce appropriate regulations  
 Possess strength & endurance required to maintain supervision of kitchen staff  
 Able to identify and respond to hazards; able to assist in emergency situations.  
 Able to communicate by phone, & operate a vehicle in emergency situations

**POSITION TYPE:** Volunteer, duties primarily occur onsite during the camp sessions, although some pre-camp planning and post-camp wrap-up is required

**RESPONSIBLE TO:** Camp Director, Camp Hobé Planning Committee, Camp Kitchen Supervisor

**CAMP HOBÉ JOB DESCRIPTION**  
**Kitchen Assistant**

**KEY FUNCTION:** Kitchen Assistants prepare and serve meals for volunteers and campers.

**QUALIFICATIONS:** Minimum age of 20 years old preferred  
Experience in food preparation for large groups preferred  
Ability to accept guidance and supervision  
Self-motivated, good character, adaptability, enthusiasm, and sense of humor, patience and self-control  
Open and honest in relationships; willing to learn from experience  
Ability to provide guidance, verbal instruction, and supervision to others in a caring, supportive manner  
Willingness to participate in camp activities  
Flexible and able to respond positively to changes in duties or schedule  
Food handler permit or ServSafe certification preferred

**GENERAL RESPONSIBILITIES**

Assist with preparing camp menu as planned or revised  
Work with other Kitchen Assistants as a team  
Encourage an atmosphere of respect, acceptance, & enthusiasm  
Follow, implement, and enforce all camp policies, rules, and regulations

**SPECIFIC RESPONSIBILITIES**

Attend pre-camp training  
Follow directions of the Kitchen Supervisor  
Attend daily staff meetings whenever possible or when requested to do so  
Assist with unloading & storage of food supplies  
Utilize safe storage measures for foods  
Assist with preparation of meals and snacks, including any special diets for attendees with medical needs  
Assist with serving meals  
Assist with kitchen and dining hall clean-up after meals  
Follow safety guidelines for appliance use, dishwashing, and refrigeration  
Assist Kitchen Supervisor with camp inventory  
Other duties as needed or desired

**ESSENTIAL FUNCTIONS**

Protect confidentiality of campers and staff  
Able to communicate instructions to campers and staff  
Able to observe & assess camper and staff member behavior, & enforce appropriate regulations  
Possess strength & endurance required to prepare and serve meals  
Able to identify and respond to hazards; able to assist in emergency situations.

**POSITION TYPE:** Volunteer, duties occur onsite during the camp sessions

**RESPONSIBLE TO:** Kitchen Supervisor, Head Cook