

Kitchen Lead Position Description

Rain City Rock Camp Summer 2020

Reports to: Mandy Goldberg, Program Manager
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Position Overview:

The Kitchen Lead is a crucial player in our Support Staffing at Summer Camp. The Kitchen Lead is responsible for planning and managing the execution of our daily volunteer meals and camper snacks at Summer Camp by leading a team of Food Crew volunteers. The Kitchen Lead will be responsible for feeding around 100 volunteers (breakfast, lunch and snacks) and 100 campers (snacks only) per day. The Kitchen Lead will also work with the Program Manager, Front Desk Lead, and Camp Director on any necessary camper food intervention at Summer Camp.

Position Responsibilities:

Before Camp:

- April/May: Meet with Admin Coordinator/Program Manager to discuss changes in 2020, focuses for the year, troubleshooting last year's challenges, etc.
- Attend, as able, Passport Program volunteer training series, February-April 2020
- Attend, as able, Lead Trainings on April 15th and May 13th, 2020
- Attend Lead/Staff Appreciation Dinner on June 11th, 2020
- Attend and help with, if possible, Returning and New Volunteer trainings on July 7th and 9th, 2020
- Work with Program Manager to create detailed meal plan for each week of Summer Camp that falls within the budget
- Work with Admin Coordinator to develop a staffing plan for kitchen
- During Load-in at Summer Camp site, set up kitchen and do all necessary shopping

At Camp:

- Follow pre-determined meal plan for volunteer meals and camper snacks, while making adjustments as necessary within budget requirements
- Supervise Food Crew during meal prep times, ensure the availability of coffee/water and volunteer snacks during all times at camp
- Ensure that meals and snacks are ready and available on schedule
- Ensure that the kitchen area (prep surfaces, refrigerator, any stoves/crock pots etc) remains clean and safe for the duration of camp

At Camp: Session 1- July 13-18, Session 2- July 20-25

- Participate in debrief interview with Program Manager
- Participate in post-camp Lead Thank You party

- Provide indication of your intent to return in 2021

The Ideal Kitchen Lead:

- Has some experience in a commercial or camp food service setting
- Has experience making large amounts of food (75+ people daily)
- Excels at working with a small team under tight timelines
- Is knowledgeable about cross-contamination and safe handling for meat/seafood
- Has a WA State Food Handler's Permit
- Has access to a vehicle for food shopping previous to and at camp

Compensation

- \$500 stipend upon completion of the summer program
- Access to professional development opportunities provided by RCRC on topics such as best practices in education, child development, and social justice
- Opportunities to work and network with like-minded co-leads and staff
- A rad dinner and a secret surprise!