



## Freeport • Lake Zurich • Oswego • Rockford • South Elgin 2023 Summer Camp – Head Camp Cook

At Girl Scouts of Northern Illinois, we have a passionate and highly capable staff who believe in the mission of Girl Scouts—to build girls of courage, confidence, and character, who make the world a better place. Join us in a professional role to help girls make a meaningful impact on their communities and leave a lasting legacy in the heart of every girl you reach. Girl Scouts of Northern Illinois has an amazing opportunity for you to spend your summer at our resident camps making lifelong friends and memories while mentoring Girl Scouts. Lead through hiking, archery, canoeing, rock climbing, swimming, horseback riding, and more!

**Locations:** Camp Dean, Big Rock, IL  
Camp McCormick, Stillman Valley, IL

**Job Duration:** Summer – June 5 – August 2, 2023  
Salary - \$600/week

**Application Deadline:** Open until filled.

This position may live on or off-site.

Camp cooks are responsible for preparing nutritious meals, ensuring health standards are met, and accommodating any food allergies and restrictions for campers and staff. They will work with our culinary team to plan menus, track inventory, and place food orders. This position supports our summer camp programs, which runs Sunday – Friday.

### Responsibilities:

- The kitchen provides three meals per day from Sunday dinner through Friday Lunch for campers. This also includes selective weekends of family and troop camp sessions, which are Friday dinner through Sunday breakfast.
- Lead camp cooks in kitchen to maintain safety standards and properly prepare all meals.
- Develop and prepare nutritious meals and snacks for staff and campers in camp kitchen and over outdoor grills and fire scars.
- Cleans and prepares kitchen for summer season and fall shutdown.
- Collects orders from unit planned meals. Prepares supplies for units to cook outdoors.
- Estimates food needs, assists in food orders. Receives and inventories food items.
- Ensure health standards are maintained in the kitchen and dining areas.
- Works within established budget to meet the dietary guidelines of the camp staff and campers. Kitchen staff will need to provide meals to meet dietary restrictions and be aware of allergies of all campers and staff.
- Develops sound relationships with staff and campers.
- Assist in unit housekeeping, sanitation, care of supplies and equipment. Guide camp cooks and counselors in dishwashing and cleaning kitchen and dining hall spaces.
- Other duties as assigned. This may include travel and providing pre-cooked meals between Camp Dean and Camp McCormick.

### Required Skills and Experience:

- 3+ years experience in kitchen setting (cafeterias, schools, etc.)
- Food Manager Certification recognized by the Illinois Health Department required by first day.
- Experience working in fast paced kitchen.
- Ability to provide at least two meals for

campers and staff each day (Breakfast prep to dinner prep or breakfast clean-up to dinner clean-up).

- Flexibility in planning. Adapting to dietary needs and allergies of campers.
- Must be at least 21 years old.
- Excellent communication skills.

### How to Apply for More Information

To complete an application or to view other positions, please visit [www.girlscoutsni.org/summerstaff](http://www.girlscoutsni.org/summerstaff). For additional information or questions, please email GSNI Outdoor Program Manager, Angela Musial, at [customercare@girlscoutsni.org](mailto:customercare@girlscoutsni.org) titled: **GSNI Camp Staff: Job Title**.

**About GSNI:** Girl Scouts of Northern Illinois is an inclusive organization that welcomes girls and adults regardless of race, ethnicity, religious beliefs or socioeconomic status. Girl Scout membership is open to all girls who accept the Girl Scout Promise and Law. Equal Opportunity Employer.





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## Head Camp Cook Roles & Responsibilities

- Lead food planning, purchasing, pickup and unloading of dining supplies when needed. This may include deciding on meals, adjusting meals if food is unavailable, and joining camp director on shopping trips.
- Prepares and cooks meals and snacks for campers and staff in both the dining hall and over camp grills. Provide assistance in meal prep and clean-up for breakfast, lunch, and dinner each day of camp. Provide camp staff with snacks for campers upon request.
- Assist in meal planning with food inventory, expected dietary needs, and camp numbers in mind.
- Ensures health standards are maintained in the kitchen and dining area. This includes regular cleaning of surfaces, cooking foods to a safe and proper temperature, keeping hot food hot and cold food cold, prepping salad bar with fresh ingredients, and assisting camp staff with supplying cleaning equipment to main dining hall.
- Travel between both camp properties (Camp Dean and Camp McCormick) if needed.
- Provide meals with dietary needs in mind. Keep food from being cross contaminated with allergens.
- Lead camp cooks and ensure that dining hall, kitchen and food storage areas meet Girl Scouts, Illinois Health Department, and ACA Standards as well as local county laws.
- Communicates with health supervisor to maintain health and safety standards in kitchen and dining area.
- Develops sound relationships with staff and campers.
- Ensure kitchen, dining area and kitchen rest rooms are clean and well maintained including: mopping and sweeping kitchen and dining hall, washing plates and preparing place settings for dining hall, and restocking bathrooms.
- Assist in adjusting seating arrangements for larger weeks of campers.
- Work with Counselors and other staff to ensure they know how to do and do their camp chore of cleaning the dining hall or preparing (hopping) for meal.
- Prepare meals which campers cook over the fire (packout) in travel containers. Camp cooks prepare as much of meals in kitchen as possible for appropriate groups, which may include chopping and cutting vegetables or precooking meat for younger camper groups. Camp cooks may also assist in teaching campers how to cook their meals and prep ingredients.
- Assist in maintaining food inventory and inform camp directly weekly of food orders. Adjust meals if food becomes unavailable. Adjust meals towards end of season to use all in inventory.
- Other duties as assigned which may include: assisting camp counselors to watch campers over breaks, joining in all-camp games and events, receiving training to facilitate camp activities, run errands for camp, provide fresh veggies and food scraps to camp goats, covering weekend camp session meals.

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