

2026 GREEN GROVE CAMP (GGC) SUMMER STAFF JOB DESCRIPTION

HEAD COOK

Youth Camp – July 2 – 18, 2026 (includes staff orientation) Salary: \$1,800 – \$2,000

Teen Camp – July 19 – 26, 2026 Salary: \$800 – \$900

To provide healthy and nutritional meals daily to participants and staff of GGC. The head cook is responsible for menu planning and preparation of meals. The head cook will oversee planning and organizing a meal for all campers, families, staff, and attendees on final concert day. The Kitchen Staff consists of one Head Cook and one to two assistant cooks (dependant on number of youth attending the camp session). Volunteers may also assist in the kitchen throughout the session.

Required to set up of kitchen and meal prep for staff orientation several days prior to camp start date (to be determined).

Job Summary

- To work in conjunction with other cooks & volunteers to provide well-balanced meals and snacks taking into consideration all dietary needs such as gluten free, vegetarian and diabetic needs for the campers and staff.
- To purchase the required amounts of groceries and supplies within an established budget.
- Required to set up kitchen and prepare meals for staff orientation several days prior to camp start date (to be determined).
- Plan, organize and coordinate a list of non-perishable food items that parents can donate.
- Plan and coordinate luncheon for all attendees of final day (campers, parents, donors, etc.)
- Is directly responsible to the GGC Executive.
- Valid Food Safe Level 1 or Food Handlers Certificate.
- Valid Saskatchewan Class 5 driver's license.
- First Aid/CPR – mandatory.
- Police check and Vulnerable Persons check – mandatory if over 18.

Expectations

- Manage and coordinate the pickup or delivery of groceries during camp.
- Manage the kitchen inventory and supplies (and awareness of equipment needs).
- Coach and coordinate kitchen staff (1-2 assistant cooks) and volunteers with clear direction.
- Supervision of meal preparation, timely meal service and clean up (coordinate the participation of kitchen patrol with children).
- Ensure proper food storage and daily sanitization.
- Ensure the kitchen and dining hall meet health and safety standards.
- Ensure proper cleaning of all equipment at the end of camp session.
- To adhere to the policies, practices, and procedures of GGC, and to always act as a positive role model.
- Engage with campers in a friendly, professional manner.
- Complete a **written evaluation** at the end of the camp session and submit to the GGC Executive within 2 weeks of the last day of camp.

These statements on duties are not to be taken as the final and only work to be done by staff members.