



Eagle Island, Inc. Job Description

Job Title: **Kitchen Director**

Location: **Eagle Island Camp, Upper Saranac Lake, New York**

Reports to: Camp Director

Classification: Exempt

Salary: \$7,200/ season (9 weeks) Housing and Meals included

Members of the Black, Indigenous, People of Color, and underserved communities are encouraged to apply.

Position Purpose: The Kitchen Director is responsible for running Eagle Island Camp's kitchen including preparing meals, supervising kitchen staff, maintaining a budget, and ensuring compliance with the New York State's Department of Health and American Camp Association.

Eagle Island Camp 2021 - facts

- ◇ Up to 70 people at one meal. Most meals will be less
- ◇ Food sourced from Sysco - with food delivery to the dock (10 min boat ride)
- ◇ Meals made primarily for "grab & go" for Covid-safe dining
- ◇ Large walk-in cooler and freezer
- ◇ Walk in pantry rooms
- ◇ 14 burners, 4 ovens and griddle on 2 propane stoves
- ◇ New dishwasher
- ◇ New ice maker
- ◇ Weekends (between camp sessions) will be your down-time
- ◇ Dining dishes are cleaned by campers and camp staff
- ◇ Composting on island
- ◇ Closest grocery store is 20 min drive

[Video tour of Kitchen](#) just before end of 2020 season

Responsibilities: The Kitchen Director is responsible for:

1. Planning and Preparing Meals
 - ◇ Ensure safety rules and procedures are followed maintaining compliance with Eagle Island, New York State Department of Health, American Camp Association, and other governing bodies

- ◇ Develop menu taking into account dietary restrictions and allergies
 - ◇ Clearly label all food served and stored properly to safely protect campers and staff with allergies
 - ◇ Prepare and serve meals and snacks adhering to the camp schedule
 - ◇ Ensure a clean kitchen compliant with Department of Health Standards
 - ◇ Supervise kitchen staff and any camp staff assisting in the kitchen with meals or clean up
 - ◇ Foster a spirit of cooperation and team building amongst the camp staff and kitchen team
 - ◇ Complete regular evaluations and provide both positive and constructive feedback regularly
2. Kitchen Office Administration
- ◇ Be prepared to enact written emergency procedures in the event of accident or illness
 - ◇ Create positive relationships with camper parents by responding to phone calls and emails in regards to dietary restrictions and food preparation in a timely manner
 - ◇ Place food orders, coordinating and supervising deliveries while adhering to a budget
 - ◇ Complete food inventories and budgets
 - ◇ Prepare a written evaluation at the end of the summer
3. Participation in the Camp Community
- ◇ Take responsibility for the use and care of camp-owned equipment and facilities
 - ◇ Keep records and make/or prepare reports as requested
 - ◇ Participate in required staff development and training including leading sessions
 - ◇ Participate in pre-camp set up, inventory and evaluation
 - ◇ Participate in post-camp clean-up, inventory and evaluation
 - ◇ Maintain excellent communication with the campers, parents and staff
 - ◇ Take an active role in the continuous evaluation of staff working in the kitchen
 - ◇ Perform other duties as assigned by the camp director
 - ◇ Make recommendations for repairs, improvements and necessary purchases to maintain the kitchen, dining hall and associated property

Qualifications and Essential Functions

- ◇ Experience in cooking food for people with special diets, including allergies and restrictions.
- ◇ Experience in preparing food for large groups (meal numbers will vary between 20-80)
- ◇ A belief in, adherence to, and willingness to promote the mission of the Eagle Island Camp
- ◇ Willingness and ability to share skills and traditions, and to learn new skills and philosophies.
- ◇ Maturity, strong leadership qualities, and good judgment.
- ◇ Acceptance and appreciation of all people associated with EI, and the ability to live and work with children and adults of various backgrounds, life experiences and identities
- ◇ Excellent communication skills, and a willingness to work as part of an effective camp staff team

Physical Aspects of the Position

- ◇ Ability to identify and respond to hazards related to working in a kitchen
- ◇ Must be able to remain calm and assist campers in an emergency (fire, evacuation, illness, or injury) and be able to maintain constant supervision of campers during such time.
- ◇ Ability to endure standing for long hours and perform activities such as running, bending, stooping, and stretching as required to prepare large meals in the kitchen.
- ◇ Ability to traverse varying terrain, from flat to hilly, while moving around the facility
- ◇ Ability to operate with daily exposure to the sun, heat, and varying environmental conditions.