

**Responsibilities of the
Shift Cook**

The Shift Cook is responsible to the Kitchen Manager and to the Operation Director and/or Camp Director for the smooth, effective, and safe operation of the Dining Hall, during his or her shift. The Shift Cook must be organized, efficient, and capable of operating within the food service budget. The Shift Cook should be capable of performing both food preparation and managerial duties.

The Shift Cook should:

1. Be a mature and responsible adult
2. Be or be willing to become registered in the Boy Scouts of America
3. Have a good background in cooking meals for large groups

The Shift Cook is further responsible for:

1. The overall supervision of the Dining Hall and supervision and training of personnel under the direction of the Kitchen Manager. This will involve the delegation of duties to the various members of the Dining Hall Staff
2. Preparing lists of food supplies to meet established menus, and assisting the Kitchen Manager in ordering the needed food supplies
3. Preparing food and supervising the work of assistants so that food is served attractively and on time
4. Maintaining adequate quantities of janitorial and sanitation materials in the Commissary for use in the Dining Hall and throughout the Camp. This is done in cooperation with the Kitchen Manager and the Camp Director
5. Overseeing proper operation of dishwashing procedures and regular cleaning of the kitchen and Dining Hall. The Dining Hall and kitchen must be kept clean at all times
6. Supervising the work of the Dining Hall Steward.
7. Monitoring refrigeration units and other commissary equipment, and reporting any malfunctions to the Kitchen Manager immediately.
8. Maintaining kitchen records required by BSA standards and state law, e.g., "Keep it cold" charts for refrigeration units and "Keep it hot" charts for dishwashers
9. Working with the Kitchen Manager to maintain current and accurate records of all Camp food inventories and use. From these records food costs per camper per week can be calculated (and adjusted if necessary) and appropriate food orders can be prepared
10. Working with program Staff as required to provide necessary food and equipment for various program events, such as High Adventure programs, overnights, Commissioner demonstrations and special events. This will involve setting up procedures by which program Staff members can clearly communicate such needs, and helping them to understand the procedures
11. Supervising the packing and issuance of food to troops choosing to cook in their campsites
12. Assisting the Kitchen Manager in the writing of a complete report of the operation of the Dining Hall operation, and submitting it to the Camp Director before the end of the camp season
13. Abiding by the Camp rules set forth in the *Staff Understandings/Policies* and the *Staff Guide*