

**YMCA CAMP BELKNAP
ASSISTANT CHEF JOB DESCRIPTION**

Job Title: ASSISTANT CHEF

Organization Overview: YMCA Camp Belknap (“Belknap”) is an all-boys summer resident camp in Tuftonboro, New Hampshire. Founded in 1903, it is an independent non-profit organization affiliated with the national YMCA.

Job Objective: Responsible for the day-to-day operations of the Camp Belknap Kitchen/Dining Hall. Conduct functions which include, but are not limited to, the following: assure all meals are cooked on time, that meals are prepared at a high quality, the health and safety of the kitchen is maintained at all times, manage all kitchen staff, coordinate with the Chef and Food Service Manager, and make best efforts to provide all services within the camps commissary budget.

Reports To: Food Service Manager

Position Classification: Seasonal, Full-time Salaried Employment

Responsibilities:

Food Ordering:

- Review all food deliveries for quality and appropriate billing, support any issues with deliveries

Menu Execution:

- Assure all food for each meal is prepared on time and at a high quality

Staff Management and Coordination

- Coordinate with the Chefs on all kitchen/dining hall matters
- Work collaboratively with all kitchen staff
- Train kitchen staff as requested by the Food Service Manager and assure they understand their roles and responsibilities

Health and Safety:

- Assure the kitchen/dining hall meets all state, federal and camping requirements regarding the health and safety of the kitchen/dining hall for employees and its users
- Assure the kitchen and dining hall always maintains a high level of cleanliness and organization
- Assure that the kitchen and dining hall are a safe environment to work
- Identify any safety or health concerns immediately to the Directors

Other:

- Provide other support as directed by the Directors or Food Service Manager

Qualifications:

- Experience working in a kitchen environment
- Highly organized
- Self-motivated with the ability to multi-task
- Ability to work well with others in a summer camp environment
- Ability to work in a hot, humid and fast paced environment

Physical Demands:

- Lifting heavy boxes, containers of food, and equipment weighing up to 50 lbs.
- Standing for extended periods of time
- Extended exposure to kitchen heat and humidity, and handling hot pots and pans
- Involves precise use of kitchen equipment, including sharp knives, etc.