



Toll Free: 1.866.844.7873
910.256.7873
910.686.9664 fax
info@wbsurfcamp.com
info@seaturtlecamp.com

7213 Ogden Business Lane
Suite 214
Wilmington, NC 28411
www.wbsurfcamp.com
www.seaturtlecamp.com

Head Cook Summer Position

Overview

The Head Cook for Surf Camp, Inc. must be a multi-talented individual with a strong desire to direct the overall food service operation of Surf Camp, Inc., including purchasing, preparation, customer service, sanitation, personnel management, and record keeping. Applicant must provide nutritious, well-prepared meals and snacks for all campers, staff and guests. Applicant should have a passion for conservation and enjoy working with teens. The applicant must provide feedback to all Surf Camp, Inc. staff and volunteers. Applicant is responsible for ensuring students stay safe while having an awesome and life enriching experience.

Skills & Qualifications

Minimum Qualifications

- ❖ At least 21 years of age
- ❖ Experience in an institutional or large food service setting
- ❖ Knowledge and experience in food service management: ordering, inventory, budgeting, food preparation, family-style serving, buffet serving, cleaning, and institutional kitchen equipment
- ❖ Knowledge of and experience in preparation of special dietary foods
- ❖ Ability to work within a budget and purchase supplies efficiently
- ❖ Supervisory experience
- ❖ Current certifications: ServSafe or food handler permit, CPR and First Aid
- ❖ Willing to work long hours while maintaining energy and stamina
- ❖ Strong communication, decision making, logistical, and organizational skills
- ❖ Enjoy working with campers and staff in residential camp setting
- ❖ No conflicting summer commitments including travel, work, or other leave of absence
- ❖ Able to pass a government background check
- ❖ Clean driving record
- ❖ Cell phone

Desired Skills

- ❖ Associate's or Bachelor's in Culinary Arts
- ❖ Knowledge of family style serving, buffet serving, cleaning and institutional kitchen equipment
- ❖ Bilingual – English and Spanish

Principal Responsibilities

During the summer months, we operate overnight marine biology camps and surf camps for teenagers varying in length from 6 days up to 2 weeks. Two additional staff members will assist you in the preparation and serving of all camp meals and snacks.

Individual must maintain a strong skill set in the following areas: leadership, kitchen sanitation, food preparation, punctuality, inventory management, as well as have a solid attention to detail. These skills are crucial in order for you to provide the best possible experience for each camper. Programs do require work on weekends and holidays, though there is some time off between camps to recharge.

Surf Camp, Inc. staff responsibilities are listed below but may not be limited to this list.

- ❖ Manage the day-to-day operations of the camp's food service

- Oversee planning and preparation of nutritionally balanced camp meals, snacks and pack-out foods
- Ensure preparation and serving of camp meals and snacks in a safe, efficient and timely manner
- Prepare and cook food as the menu indicates: utilizing boiling, broiling, steaming or roasting of meat, poultry, seafood, fish, vegetables, salads, soups and gravies
- Prepare food: including, washing, peeling and chopping
- Bake breads, muffins, and dessert items
- Ability to maintain proper food temperatures and assess condition of food
- Set up food, supplies and utensils for dining hall distribution
- ❖ Oversee inventory management and ordering of food, equipment and supplies
 - Effectively manage inventory of food supply and kitchen equipment
 - Inspect equipment regularly and report any needed repairs in a timely manner
 - Arrange for the routine maintenance, sanitation and upkeep of the camp kitchen, its equipment and facilities
 - Order food and kitchen supplies consistent with menus and enrollment counts
 - Maintain high standards of cleanliness, sanitation, and safety
 - Wash all utensils, pots and pans, prep and dining hall dishes
 - Reduce waste, reuse items and recycle as much as possible
 - Adhere to all established health code regulations
- ❖ Supervise all employees working in the kitchen
 - Monitor employee performance and training
 - Plan, coordinate, schedule and supervise the work of other kitchen staff
- ❖ Work as a member of the camp staff team
 - Maintain effective communication with administrative camp staff
 - Assist in implementation of staff orientation and attend staff orientation sessions as required
 - Follow camp schedule and remain flexible to any changes that may arise
- ❖ Get to know campers and make them feel welcome, included, and accepted
- ❖ Follow proper Accident Protocol when necessary
- ❖ Be knowledgeable about Surf Camp, Inc. as a company
- ❖ Assist daily setup and breakdown responsibilities
- ❖ Serve as a positive role model for youth

Compensation

Compensation is competitive and is based on experience. In addition, the compensation package will include accommodations and meals during the summer program. Based on the completion and success of the job duties, an end of season bonus will be available.

On-site training on our specific expectations, policies, and procedures will be provided.

Position Duration

Programs run from early June – early August on Topsail Island, NC. Candidates would need to attend the mandatory staff training in the beginning of June.

About Surf Camp & Sea Turtle Camp:

Since 2001, Surf Camp has been facilitating, safe and exciting learn to surf summer camps. In our "learn by doing" Overnight Teen Camps, participants learn how to predict, select, and judge waves, and discover why some beaches break better than others. Teens also gain marine science and ocean safety knowledge, confidence, and board riding ability through our progressive and professional instruction.

Sea Turtle Camp was created to immerse teens in the field of marine biology and empower them to be proactive and take ownership of their environment; we develop focused, responsible,

independent individuals who know how to have fun while being stewards of the ocean. While we can't solve all the world's problems, we know that one person can make a difference, and a camp full of eager knowledge-hungry teens can make a huge difference.

Contact

To learn more about positions with Surf Camp, Inc., please contact us at coordinator@seaturtlecamp.com.