

Position Description

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| Working Title: | Camp Kitchen Manager |
| Classification: | Association Temp Program (Non-Exempt) |
| Start Date: | 7/1/2024 |
| End Date: | 8/5/2024 |
| Duration (months): | Less than 2 months |
| Hours per week: | 40 |
| Days per week / schedule: | Sunday-Friday |
| Work Location: | Arnot Forest Van Etten, NY |
| Supervisor Name & Title: | Rachel Bortin, Camp Director |
| Compensation: | \$4,500 |
| Benefits Eligibility: | Not Benefits Eligible |
| Employment Type: | Temporary |

Position Summary

The mission of Primitive Pursuits is to steward the health of our community by fostering life-long relationships with the natural world through exceptional mentoring and nature education. We have been providing nature connection programming to people of all ages for over twenty years and are excited to bring back our overnight summer camp at Arnot Forest.

The key role of the Camp Kitchen Manager is to provide nutritious meals for all campers and staff attending the overnight camp at Arnot Forest. Due to the nature of our camp, this position requires creativity in using the outdoors as the kitchen alongside our commercial kitchen. The Camp Kitchen Manager will coordinate meals taking place indoors and outdoors at various camp locations throughout the Arnot property. They will be required to prepare meals for various diets, order food, craft menus, and organize kitchen supplies and cleanliness.

There will be housing onsite provided in one of our rustic cabins, which includes access to a kitchen and bathrooms. This position has the potential to receive staff discounts for our youth summer day and overnight camps. All meals while camp is in session are provided at no cost!

Required Qualifications

- 18 years or older
- 1-2 years of experience working in a commercial kitchen **OR** similar environment
- 1-2 years of meal planning/prep experience/food ordering
- Supervisory experience in some capacity
- Must pass all required screenings for working at a NYS Summer Camp
- Commit to working camp July 1-August 2.
- Must be able to live and stay onsite while camp is in session
- Driver's license and/or transportation to camp locations on time
- Be able to lift 25 pounds without accommodation
- Be able to work on their feet for long periods of time (4+ hours)
- Ability to work flexible hours which may include evenings and/or weekends, as appropriate.

Helping you put knowledge to work.

Cornell Cooperative Extension is an equal opportunity, affirmative action educator and employer.

Preferred Qualifications

- ServSafe or higher certification
- Knowledge of locally sourced food in the Schuyler and Tompkins County area

Responsibilities

- Manage all aspects of food service for our Arnot Camp kitchen
- Manage the upkeep, organization and cleanliness of the Arnot Camp kitchen
- Plan and order food in a timely and efficient manner within the scope of a provided budget and source food from local sources if possible
- During first week of employment create weekly menus and place food orders (*tentative*)
- Prepare three meals a day, plus snacks for up to 50-person during the camp week; Sunday-Friday
- Craft and prepare nutritious meals and snacks for people with special diets including but not limited to; vegetarian, vegan, gluten-free, nut-free
- Role model a kitchen culture that is respectful, clean and in compliance with Department of Health Code and Summer Camp Safety Plan
- Oversee one kitchen assistant
- Keep temperature logs as needed
- Keep detailed weekly records of purchases, menus and inventory
- Communicate with parents on an as needed basis
- Work collaboratively with the Camp Director and Camp Nurse for special needs/requests
- Participate in camp activities and events when needed
- Communicate with staff daily to adjust meals based on location in regards to food transport and food preparation
- Represent the high caliber of the organization when speaking to parents, staff and participants
- Responsible for adequate supervision of campers and ensuring an emotional, social, and physically safe environment in which campers and staff can thrive
- Aim to uphold the 4 Values of camp: Belonging, Gratitude, Awareness, Getting Outside, in all interactions with campers, staff, families and parents and within programs, and activities
- Other Duties as assigned

How to Apply

Please complete our online application including a cover letter and resume.

Applications will be accepted until April 1, 2024 or until all positions are filled.

Contact

Rachel Bortin, Camp Director, primitivepursuits-opportunities@cornell.edu

Additional Info

Please be sure to read the Notice to Applicants found on the Jobs with CCE page:

<https://cals.cornell.edu/cornell-cooperative-extension/join-us/jobs>

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or ethnic origin, gender, sexual orientation, age, or qualified disability. Individuals who bring a diverse perspective and are supportive of diversity are strongly encouraged to apply.

No relocation or VISA Sponsorship available.

The Association may make reasonable accommodations to enable applicants to participate in the hiring process and employees to perform the essential functions of their job. If you require an accommodation so you may participate in the selection process you are encouraged to contact CCE Tompkins HR at tompkins-hr@cornell.edu.