



## **Job Description**

### **Kitchen Program Manager**

The kitchen Program Manager is responsible for overseeing all aspects of food service at Camp Blodgett, ensuring that meals are prepared, served, and managed safely. This includes managing kitchen operations, supervising kitchen staff, maintain inventory, ensuring food safety and creating a positive, collaborative work environment.

#### **Employment Status**

- Seasonal contract; stipend salary; service from April 2025 – August 2025.

#### **Qualifications & Physical Demands**

- Dedication to Camp Blodgett's mission and willingness to work alongside people mainly aged 14 to 24 years old.
- Frequent standing, walking, lifting, carrying, reaching, pushing, and pulling.
- Ability to carry up to 50-pound boxes.
- Possess the character, emotional stability, health, ability, experience, education, enthusiasm, and patience necessary to successfully carry out the duties of leading a kitchen of young adults and teens.
- Plan and oversee the preparation of balanced, nutritious meals.
- Work with the Camp Director to maintain inventory and manage food spending.
- 1–2-year ' experience cooking in an industrial kitchen preferred.
- Experience planning, leading and delegating tasks to complete projects.
- Knowledge of food safety and service standards.

#### **Responsible To:**

Camp Director and Director of Programming

#### **Kitchen Program Manager Responsibilities (formerly Head Cook)**

- Preparing, purchasing, and planning for all meals for campers and staff at Camp Blodgett. You will serve three healthy meals Tuesday, Wednesday, and Thursdays: lunch and dinner on Mondays, and breakfast and lunch

on Fridays for seven weeks for the children attending Camp Blodgett's summer camp.

- Managing kitchen safety, compliance, and delegation of tasks to your assistant, and Young Leaders (teen campers) and staff.
- Leading kitchen cleaning, with support of support staff and teens.