



Primitive Pursuits

Primitive Pursuits is an environmental education program of Cornell Cooperative Extension a national not-for-profit established in 2000 and based in Ithaca, New York. Our mission is to steward the health of our community by fostering life-long relationships with the natural world for children and adults.

Job Title:	Camp Kitchen Manager	Date:	June – mid August
Direct Supervisor:	Summer Camp Director	Salary Range:	\$12-16 per hour

General Purpose:

This position will provide nutritious meals for campers and staff attending our overnight camps at the Arnot Forest. As a wilderness adventure camp, this position requires creativity in using the outdoors as the kitchen alongside our commercial kitchen. Kitchen manager will coordinate meals taking place indoors and outdoors at wilderness base camps. Preparing meals for special diets, ordering food, crafting menus and organizing kitchen supplies and cleanliness. There will be housing onsite provided in our rustic camps, which includes access to a kitchen and bathrooms. Also, this position will benefit from our staff discounts on our youth programs. Position will begin part-time in June and transition to full time overnight camp season.

Responsibilities:

- Manage all aspects of food service for our summer camp kitchen
- Manage the upkeep, organization and cleanliness of kitchen
- Plan and order food in timely and efficient manner while following a budget
- Before summer begins, plan meal schedule and manage food order
- Prepare three meals a day, plus snacks for up to 50 person camp community
- By personal example, create kitchen culture that is respectful, clean and is in compliance with health code.
- Keeps detailed records of purchases, menus and inventory.
- Ensure all campers, no matter their dietary restrictions have access to nutritious meals three times a day, including snacks
- Communicate with parents on an as needed basis
- Participate in camp activities and events when needed
- Participate in the creation of an outdoor kitchen, where the Kitchen manager will be transport, cook and clean up meal items each day.
- Communicate with staff to adjust meals based on location and needs for that day

Education and Experience:

- 1-2 years' experience working in a commercial kitchen with meal planning and supervisory responsibilities
- Experience with outdoor cooking for large groups over a fire

Key Competencies:

- Flexible--ability to adapt to different environments and schedules
- Familiarity with Google Docs, Sheets, Microsoft Word
- Team player who is responsible and hard-working
- Able to communicate effectively in high stress situations
- Strong assessment abilities
- Prior experience with children
- Ability to lift and carry up to 50 pounds

