

Position Description

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| Working Title: | Camp Kitchen Manager |
| Classification: | Association Temp Program (Non-Exempt) |
| Start Date: | 6/30/2025 |
| End Date: | 8/4/2025 |
| 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: | \$4,000 |
| 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 continue our overnight summer camp at Arnot Forest.

The key role of the Camp Kitchen Manager is to provide filling and nutritious meals for all campers and staff attending the overnight camp at Arnot Forest. They will be required to prepare meals for various diets including but not limited to vegan, gluten-free, dairy-free, etc. They will work collaboratively with the kitchen assistant/dishwasher and camp director to ensure a smooth kitchen operation regarding cleanliness, food safety, inventory, timely meals and camper/staff satisfaction. 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 may assist in ordering food and crafting menus.

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 supervisory experience in some capacity
- Ability to communicate effectively
- Must pass all required screenings for working at a NYS Summer Camp
- Commit to working camp July 6 - August 1.
- 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 (6+ hours)

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- Ability to work flexible hours, including early mornings, evenings and/or weekends, as appropriate.

Preferred Qualifications

- Summer camp experience in some capacity (counselor, kitchen staff, etc.)
- Supervisory experience within a commercial kitchen **OR** similar environment
- ServSafe or higher certification
- Knowledge of locally sourced food in the Schuyler and Tompkins County area

Responsibilities

- During first week of employment:
 - Clean commercial kitchen, set it up for the camp season and review camp menu
 - Review and learn all NYS Department of Health Code regulations, rules and policies
 - Review and understand the Camp Safety Plan in regards to food service
- Maintain records of refrigerator temperatures, food temps and food inventory
- Keep detailed records of purchases as needed
- Oversee all aspects of food service for our Arnot Camp kitchen
- Assist in the upkeep, organization and cleanliness of the Arnot Camp kitchen
- Coordinate with camp directors on a plan to order food in a timely manner based on current inventory
- Prepare three hearty and nutritious meals a day, plus snacks for up to 50-person during the camp week; Sunday-Friday
- Cook and serve all meals on time according to the camp schedule
- Craft and prepare nutritious meals and snacks for people with varied diets including but not limited to; vegetarian, vegan, gluten-free, nut-free, dairy-free
- Role model a set a kitchen culture that is respectful, fun and inviting
- Work with Camp Directors to ensure compliance with NYS Department of Health Code and Summer Camp Safety Plan
- Communicate and provide guidance to other summer camp staff in the kitchen as needed
- Oversee one kitchen assistant/dishwasher
- Communicate with parents during check-in days regarding meals and special diets
- Represent the high caliber of the organization when speaking to parents, staff and campers
- Work collaboratively with the Camp Director and Camp Nurse for special needs/requests/events
- Participate in camp activities and events when needed/requested
- Responsible for adequate supervision of campers and ensuring an emotional, social, and physically safe environment in which campers and staff can thrive
- Enforce all camp policies and rules throughout the camp season
- 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, 2025 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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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.