



OVY Camp 2024

5360 La Honda Road, San Gregorio, CA 94074 • (650) 747-0321 • www.ovycamp.org • info@ovycamp.org

Hello Kitchen Coordinator Candidate,

Thank you for your interest in becoming part of OYV Camp (Optimist Volunteers for Youth Camp). This is not just another summer job - becoming the Kitchen Coordinator at OYV Camp is an opportunity to make a positive and lasting impact on children through your passion for food.

OVY Camp is about building community and connecting youth with nature.

Located in the redwood forests of the Santa Cruz Mountains, an hour south of San Francisco, just five miles from the Pacific Ocean, OYV Camp (www.ovycamp.org) has a long, rich history in San Gregorio, California. For over 70 years, we have taken pride in providing an affordable, high-quality summer camp experience for underserved youth of the greater San Francisco Bay Area.

OYV Camp is a five-night, six-day (Sunday-Friday) residential summer camp for youth entering 5th-12th grades. The camp program costs families as little as \$25 per camper! Campers learn positive behavior and communication skills, sleep in cabins and tents, hike in the redwood forest and creek, shoot archery and throw throwing axes, swim in the swimming pool, have campfires, go on a trip to the beach, sleeping out under the starry skies, and make some deep connections with their peers and staff alike.

In the kitchen:

We support our kids by serving them some of the best food they've ever had: breakfast, lunch, and dinner. We work hard to serve nutritious and delicious meals everyday - using organic and local ingredients when possible. In fact, many campers say the food and kitchen was their favorite part of camp!

Compensation:

- **Stipend:** \$1200 per week (commensurate with experience) (7 weeks: 2 weeks of Staff Training & 5 weeks of summer camp program)
- **Room & Board during Summer Camp Season:** We can pay more if living off site.

Duration of position:

Pre-camp Season: Ability to work part-time during Pre-camp Season (May 1 through June 9; up to 2 hours per week)
Summer Camp Season: June 10 - July 27, 2024 (includes 2 weeks of Staff Training & 5 weeks of summer camp)

Qualifications:

Strong interest in working with youth and in the food service industry. Commercial kitchen experience preferred, but not required. Ability to work around program staff and youth while maintaining a friendly disposition is a must! The ideal candidate would have strong interpersonal skills, work well in a team, and have a passion for food.

Please email a cover letter, resume, and the contact information for three references to ovycampmail@gmail.com. Thank you and we look forward to receiving your application soon!

Sincerely,

Owen Mylod Yee,
Program Director
ovycampmail@gmail.com



OVY Camp 2024

5360 La Honda Road, San Gregorio, CA 94074 • (650) 747-0321 • www.ovycamp.org • info@ovycamp.org

Kitchen Coordinator Application

***Please attach a resume and the names and contact information for three professional references.**

Applicant Information

Full Name: _____
Last First

Address: _____
Street Address

City State ZIP Code

Phone: _____ Email Address: _____

1. Are you at least 21 years of age? Yes No
2. Are you willing to have your fingerprints taken and processed through state and federal agencies and/or submit to a background check conducted by an agency of our choice? Yes No
3. Are you willing to abide by our "No Alcohol, No Illegal Drugs" policy? Yes No
4. Were you ever discharged from employment for any other reason except lack of work, funds, disability, or medical condition? Yes No
5. Are you legally entitled to work in the United States? (If you are hired, you will have to present evidence of your right to work in the United States no later than three days after the commencement of your employment) Yes No
6. Have you ever been charged and/or convicted of any criminal offense (felony or misdemeanor)? Yes No

If yes, on a separate piece of paper please state the nature of the crime(s), when and where convicted, and disposition of the case. (Conviction of a felony will not necessarily disqualify you from employment. Such factors as time of the offense, seriousness and nature of the violation and rehabilitation will be considered.)

Please complete the following questions using separate pieces of paper.

1. Why are you interested in the Kitchen Coordinator position at OYV Camp?
2. Describe any and all experience you have working with youth. What do you enjoy about it?
3. How did your passion for food develop?
4. What do you hope youth gain from their week at OYV Camp?
5. What makes you a leader? How can you become a better leader?
6. List training or experiences you have that prepare you for being a Kitchen Coordinator?
7. How will you inspire your Kitchen Team to work hard for long hours each day?
8. Have you ever had to manage a budget? If so, please elaborate.
9. Describe your experience training and managing others.
10. Describe an example of a time when you overcame a stressful situation at work?
11. What are the 3 most difficult challenges that face the Kitchen Coordinator?



OVY Camp 2024

5360 La Honda Road, San Gregorio, CA 94074 • (650) 747-0321 • www.ovycamp.org • info@ovycamp.org

OVY Camp 2024

Job Description

Position: Kitchen Coordinator

Reports to: Program Director

Compensation:

- Pre-camp Hourly: \$17/hr up to 2 hours per week (May 1 - June 9)
- Stipend: \$1200 per week
- Room & Board during Summer Camp Season

Position Requirements:

- College graduate or equivalent work experience
- Demonstrated leadership experience (management experience a plus)
- Experience in institutional or large food service settings.
- Knowledge of and experience in food service: ordering, inventory, budgeting, food preparation, family-style serving, buffet serving, cleaning, and institutional kitchen equipment.
- Must possess or obtain a valid food handler for supervisors certification thru ServSafe or equivalent certification.
- Ability to work within a budget and purchase supplies efficiently.
- Ability to work part-time during Pre-camp Season including ability to attend up to two 1-hour Leadership Team meetings and up to two 2-hour staff-wide informational prep-meetings (virtual or in-person) during the Pre-camp Season; May 1 - June 9, up to 2 hours per week; full-time and on-site during Summer Camp Season (June 10 - July 27; 55-65 hours each week)

Pre-camp Season: Most Kitchen Coordinators are full-time students and/or have full-time jobs during the school year, and commit **up to 2 hours each week** to their Kitchen Coordinator role (May), including ability to attend up to two 1-hour Leadership Team meetings and up to two 2-hour staff-wide informational prep-meetings (virtual or in-person) throughout March-May. Pre-camp preparations include interviewing and hiring of Kitchen Assistant team, menu design, updating OVY Camp Staff Manual, planning staff training, and reviewing kitchen program materials.

During Summer Camp Season: Kitchen Coordinators work 55-65 hours each week

Dates for Summer Camp Season: June 10 - July 27, 2024 (Includes 2 weeks of Staff Training & 5 weeks of summer camp program)

Job Summary:

The Kitchen Coordinator directs the overall food-service operation of the camp including budgeting, purchasing, preparation, nutrition, service, sanitation, security, personnel management, customer service, and record keeping.

Essential Job Functions:

- Manage the daily operations of the camp food and dining service including coordinating activities between the kitchen and program.
 - Oversee the planning and preparation of nutritionally balanced camp meals and snacks.
 - Ensure safe and efficient preparation and serving of camp meals.
 - Coordinate menu planning for camp as directed.
- Oversee the inventory and ordering of food, equipment, and supplies and arrange for the routine maintenance, sanitation, and upkeep of the camp kitchen, its equipment, and facilities.
 - Maintain inventory of food and household supplies.



OVY Camp 2024

5360 La Honda Road, San Gregorio, CA 94074 • (650) 747-0321 • www.ovycamp.org • info@ovycamp.org

- Order food and kitchen supplies consistent with menus and enrollment counts.
- Maintain high standards of cleanliness, sanitation, and safety.
- Clean and maintain all food-service areas, including kitchen, dining hall, storage, kitchen recycling.
- Inspect equipment and ensure equipment is repaired as necessary.
- Promote practices that seek to reduce waste, reuse items, and recycle as much as possible.

Knowledge, Skills, and Abilities:

- Knowledge of current health and safety laws and practices is essential.
- Knowledge of and experience in preparation of special dietary foods.

Physical Aspects of the Job:

- Ability to effectively communicate orally and in writing.
- Physical ability to lift and carry 50 pounds.
- Visual and auditory ability to identify and respond to environmental and other hazards of the site and facilities and camper and staff behavior.
- Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more).
- Ability to safely and properly use kitchen equipment.
- Ability to provide first aid and assist campers and staff in an emergency.

Some physical requirements of a Kitchen Coordinator include endurance, prolonged standing, some bending, and stooping; requires eye-hand coordination and manual dexterity to manipulate kitchen equipment; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate kitchen functions and the ability to lift up to 50 lbs; willing to live in a camp setting and work irregular hours.

[OVY Camp follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, and marital status. OVY Camp strives to reflect the community it serves and strongly encourages applicants from diverse backgrounds to apply. All applicants will be evaluated on the basis of their unique skills and attributes.]