



Camp Quinebarge

Since 1936 ... A traditional boys and girls summer camp for exploring, growing and making everlasting friendships.

Job Description

Assistant Cook

Classification: Exempt (Seasonal)

Area: Food Service

Reports to: Chef, Camp Directors

Dates: Per Offer Letter

Camp Quinebarge

Camp Quinebarge is a traditional, overnight boys and girls summer camp lying on 70 acres of forest and over 1,200 feet of lakefront on Lake Kanasatka in Moultonborough, NH. Since 1936, Camp Quinebarge has fostered an environment for children to learn about themselves and the world around them, try new activities and learn new skills, have fun, and make friendships that last a lifetime.

At Quinebarge, we have three types of staff: counselors, support staff, and senior staff. Counselors work directly with campers at activities and in cabins. Senior staff support and supervise counselors and support staff. Kitchen staff fall under the category of support staff. While working directly with campers is not their main role, support staff perform integral duties that keep Camp running smoothly, and play a vital role in the camper experience.

Assistant Cook

Our kitchen is run by 1-2 Camp Chefs, with 3-4 other staff comprised of assistant cooks and kitchen assistants, all supervised by the Camp Directors. Together, they serve three meals each day for up to 250 campers and staff, typically served in our Dining Hall or outdoors as a cookout. Assistant Cooks are provided onsite housing.

Assistant Cook Job Functions

- Assist in the daily operations of the camp food service, including food preparation, cooking, and managing the buffet lines.
 - Food preparation and cooking are the main components of this position. However, as with all members of the kitchen team, Assistant Cooks are expected to contribute to routine cleaning and sanitation, as described below.
- Assist in routine sanitation of the kitchen and related equipment, including dishwashing and sweeping, mopping, and cleaning the kitchen and dining hall.
- Assist in the preparation and packaging of food for use outside the camp dining hall, and in receiving orders from our food supplier.

Camp Quinebarge

P.O. Box 608, Center Harbor, NH 03226

100 Sibley Road, Moultonborough, NH 03254

603-253-6029 | fun@campquinebarge.com | www.campquinebarge.com



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- Prioritize food safety and allergen safety.
- Other duties as assigned by the Camp Chef and/or Directors.

Equipment used includes food preparation and cooking equipment, both manual and mechanical, and cleaning and dishwashing supplies and equipment.

Qualifications and Abilities

- Experience in professional food service preferred, especially food preparation and dishwashing.
- SafeServ certificate or recognized equivalent preferred.
- Able to perform physical aspects of the position, including:
 - Work long hours.
 - Identify and respond to environmental and other hazards.
 - Respond appropriately to situations requiring First Aid, and assist campers in an emergency (fire, evacuation, illness, or injury).
 - Lift 50 pounds.
- Minimum age 18.
- Meets state, federal, and ACA requirements for summer camp employment. Must pass a background check and provide other forms and details.
- Current certification in CPR, AED, and First Aid. This may be acquired onsite during training.
- Desire to work around and inspire children in a summer camp environment.

Salary and Benefits

Camp Quinebarge offers a competitive salary, room and board, leadership and other training, weekly laundry, camp t-shirts, and the opportunity to participate in trips and onsite events. Staff are eligible for performance bonuses. Kitchen staff get one 12-hour day off during Traditions training, and one 24-hour day off per week thereafter, except during camper week 8. Staff will also have one evening off per week, except during camper week 8.

How to Apply

To apply for this or other positions at Camp Quinebarge, please visit www.campquinebarge.com/staff. Being a camp counselor at Camp Quinebarge is an incredibly fun and rewarding experience for someone who enjoys children and helping them grow and is a summer you will remember forever. It is also physically and emotionally demanding and not for everyone. Please consider both before applying. Camp Quinebarge is an Equal Opportunity Employer, a member of the New Hampshire Camp Directors Association, and accredited by the American Camp Association.

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A Typical Day

- 6:30 - 7:45 am Breakfast Prep
 - Make breakfast.
 - Have all kitchen utensils, cups, pitchers ready for campers to set tables.
- 7:45 am Waiters Bell
 - Ring Waiters Bell
 - Fill buffets and pitchers or begin prep for upcoming meals, as directed.
- 8:00 am Breakfast
 - Maintain full buffets, refill drink pitchers, or other duties, as directed.
- 8:30 - 9:30 am Clean Up
 - Store leftover food appropriately.
 - Food prep for upcoming meals.
 - Clean dishes, utensils, etc. if assigned to do so.
- 9:30 - 11:30 am Break
- 11:30 am - 12:45 pm Lunch Prep
- 12:45 pm Waiters bell
- 1:00 pm Lunch
- 1:30 - 2:30 pm Clean Up
 - Same as prior meals.
 - Sweep and mop Dining Room and Kitchen if assigned to do so.
- 2:30 - 4:00 pm Break
- 4:00 - 5:45 pm Dinner Prep
- 5:45 pm Waiters Bell
- 6:00 pm Dinner
- 6:30 - 8:00 pm Clean Up/Prep
 - Same as prior meals.
 - Begin prep for following day.
 - Sweep and mop kitchen if assigned to do so.
- 8:00 pm Off

* Kitchen staff eat their meals either before or after the main meals.

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