

PRESBYTERIAN YOUTH VICTORIA

REGIONAL CAMP JOB DESCRIPTION

Cooks

Requirements For Role

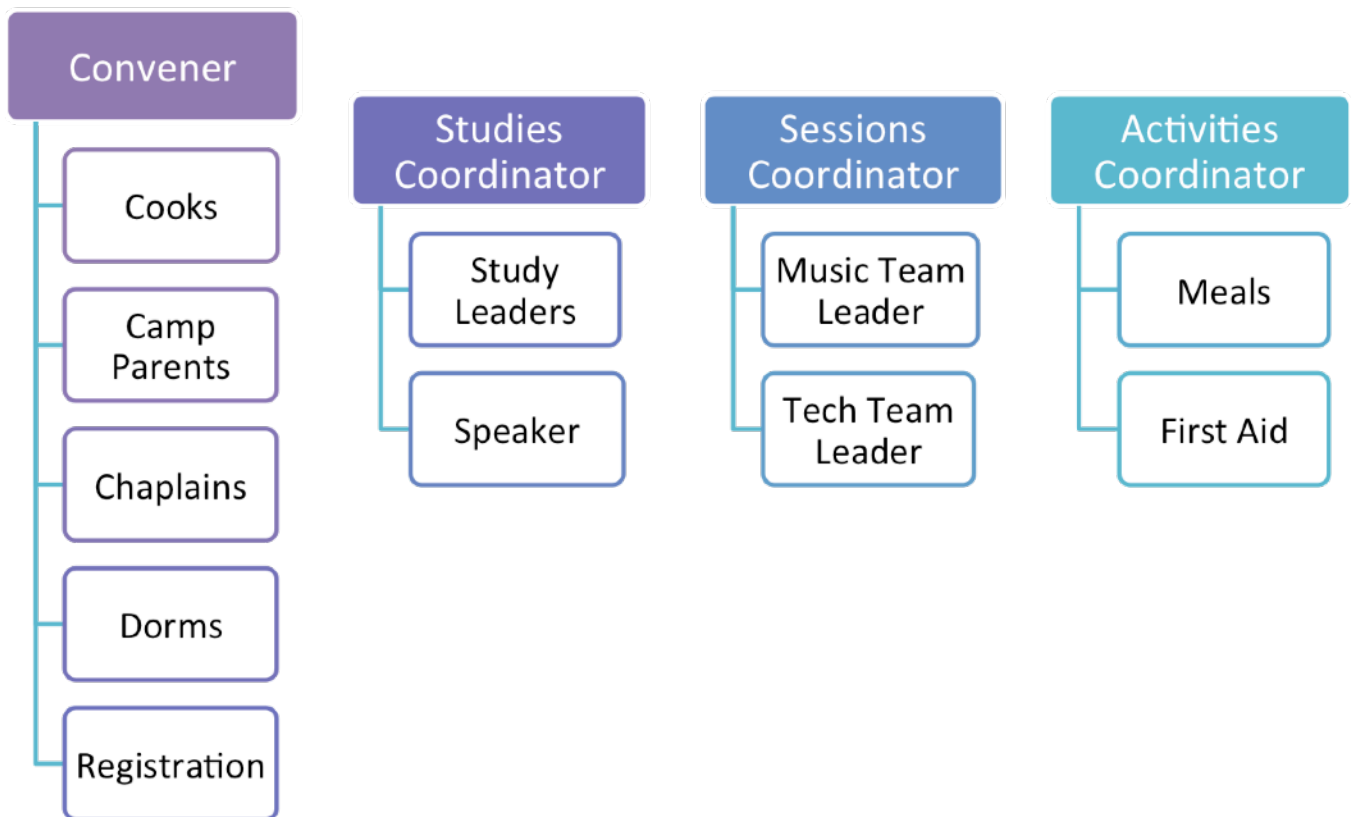
Complete the PYV Leadership Accreditation process. Hold a current Food Handling Certificate. Hold a current Working With Children Check and complete the Presbyterian Church of Victoria's Basic Safe Church Training or equivalent for your church denomination.

Aims of Role

Provide sufficient good quality food for the required amount of people as advised by the Camp Convenor.

Reporting Structure

As a Camp Cook you report and are accountable to the Camp Convenor.



PYV Regional Food Chain 2018

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Responsibilities of your Role

- Providing breakfasts, lunches, and dinners.
- Providing adequate snacks for suppers, morning teas, and afternoon teas,
- Creating the menu, providing for campers with special dietary requirements, and providing sufficient food for this number of people.
- Procuring food, preparing food and serving food.
- Directing leaders and campers in the cleaning up after meals.
- Checking and ensuring all government requirements concerning food storage, temperatures and usage are adhered to.
- Evaluating this job description with modifications and suggestions.

FOR YOUR Information

While you aim to provide good quality food to campers, please be aware of keeping within the budget. Also ensure that you have more than enough food for the camp. It is better to have food left over than not enough.

You will need to arrange for extra helper in the kitchen - 2 to 3 helpers is recommended. Please ensure that you and your helpers register online for the PYV camp you are cooking for.

Duty Groups will be arranged by the Meals Quartermaster. You will be assisted in serving and cleaning up by these duty groups.

Please make sure you are familiar with PYV's policies, which are available at pyv.org.au/resources/pyv-policies.

What to do if a child discloses something to you:

PYV Camps are places where it is always possible that we will hear something from a camper that will require us to act. Here are some basic guidelines for you to follow.

- Never promise to keep something a secret. You can, however, assure a camper you will not pass anything on unless necessary.
- Listen non-judgementally to what is being said. Assume that what you are hearing is true.
- Make sure the camper is safe before making a report. This might mean asking other leaders to sit with the camper, or making sure they are with a group of campers. Or, if necessary, taking them to first aid.
- As soon as possible, find either the CENC Rep (often YMD Brian Harvey) or Camp Convener. You will be handed either a paper-form or a laptop. Please complete the appropriate forms as carefully and completely as possible.
- From there, the CENC Rep will discuss with the Safe Church Unit the appropriate course of action.

We would also remind you that such a disclosure should be kept confidential. The only person you might discuss this with is the CENC Representative and the Camp Convener. Where appropriate, you might inform a study leader or dorm leader that something has been disclosed. No details need to be given, but this can help those leaders understand why that camper might seem a little withdrawn.

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Training For Camp

Leading on a PYV camp requires a leader to attend that camp's relevant training day. Training occurs in local churches throughout Victoria. The training day will be a full day of camp specific training and team building, and as such all leaders are required to attend.

Leaders who will be unable to make training day will be informed that they will be placed on an emergency leader list, and will be leading if someone pulls out or if camper numbers are higher than planned. It is at the Camp Convenor's discretion only for someone to lead on a camp without attending the relevant training day. Camp Convenors will be required to inform the PYV Council of the reasoning behind this should it occur.

As camp cook you do not need to attend the training day, however ensure that the Camp Convenor gives any information you need regarding catering for this camp, including the camp timetable, number of people attending and all detailed dietary requirements.

Timeline of tasks

| Due Date | Jobs |
|------------------------|--|
| Two Months Before Camp | <ul style="list-style-type: none">Obtain list of expected number of people for catering from Camp Convenor.Organise budget in consultation with Camp Convenor, and determine any additional personnel required for kitchen.Discuss how food items will be paid for with PYV Administration Officer (AO, admin@pyv.org.au).Create menu and present to Camp Convenor for comment. |
| One Month Before Camp | <ul style="list-style-type: none">Obtain attendee dietary requirements from AO, and ensure alternate meal options are available for those attendees.Begin obtaining non-perishable food items. |
| Day One Of Camp | <ul style="list-style-type: none">Arrive at camp early (how early will depend on when first meal is and how much preparation time you need).Prepare and serve meals as required. |
| During Camp | <ul style="list-style-type: none">Prepare and serve meals as required. |
| Final Day Of Camp | <ul style="list-style-type: none">Prepare and serve meals as required.Pack up kitchen (with assistance from leaders). |
| One Month After Camp | <ul style="list-style-type: none">Give Camp Convenor any receipts for food/equipment purchased.Package any leftover non-perishable food and give it to the Camp Convenor.Evaluate this job description and recommend modifications to it.All confidential information about leaders and campers contained in emails or hard copies, must be deleted. |

Last Updated - 01/04/20 by AO Suzy Vines