Camp Fire Central Puget Sound
Job Description

Head Cook

Position Summary

The Head Cook helps oversee the daily operations of the Camp Sealth kitchen, supporting the Food Service Director to ensure high-quality meals are prepared and served on schedule. This role is hands-on in cooking and food preparation, while also helping to coordinate kitchen staff, maintain food safety standards, and keep the kitchen running smoothly.

Position Details

Job Title	Head Cook
Department	Camping
Location	Camp Sealth
Reports To	Food Service Director
FLSA Status	Exempt
Full/Part Time	Full Time
Regular/Temporary	Temporary
Salary Range	$640 - $695/week commensurate with experience
Housing	Shared on-site housing & meals during programming

Organization Overview

Camp Fire Central Puget Sound offers a variety of co-ed enrichment opportunities that empower youth, staff, and volunteers to discover their sparks, gain confidence, build essential life skills, value the natural world, and be active contributors in their communities. We strive to create an environment where each youth and staff member has a sense of belonging, opportunities to share passions, and a place to thrive.

Camp Sealth is a summer camp, outdoor education center, and retreat facility serving around 7,000 people year-round. Summer camp is comprised of eight weeks of overnight camp and six weeks of day camp, serving over 2,000 youth each summer. During the school year, Camp Sealth hosts outdoor education and retreats for school and non-profit groups between September and May; groups and schools may range in size from 10 to 300.

Commitment to Diversity, Equity & Inclusion

Camp Fire strives to continuously provide diverse, inclusive, and equitable environments throughout our organizations and programs. We recognize that both access to and success in our programs requires intentional work, to cultivate respect, eliminate systemic barriers, and address injustice head-on. We at Camp Fire believe that words must be followed by progress, action, and accountability. We recognize that our efforts will be ongoing and evolving as we continue to grow, learn, collaborate, and press for an equitable future.

Site Overview

Camp Sealth sits on a 400 acre property that includes over a mile of saltwater beach on Puget Sound, plus evergreen forests, wetlands, and wildlife. It is a rustic camp that has been serving campers for over 100 years.

Camp cabins are basic but comfortable. All are fully enclosed with electricity; some have windows and heat for year-round use and others are unheated with screen windows. Beds are either bunk or stand-alone wood frames with foam mattresses. In most units (areas of housing – divided by age range), bathrooms are in a central shower house, a short walk from the cabin.

Essential Job Responsibilities

- Lead preparation and timely delivery of two daily meals.
- Supervise and direct prep cooks and kitchen assistants during shift.
- Partner with the Food Service Manager, head cooks, and Support Coordinator to ensure smooth kitchen operations — including food delivery, menu planning, ordering, inventory, and staffing.
- Oversee and direct food storage, holding, and wrapping as needed.
- Ensure compliance with all applicable laws and standards.
- Maintain clean and organized kitchen and food storage areas.
- Collaborate with the Support Coordinator and support staff to communicate all kitchen and food details at each meal.
- Help maintain inventories of food on hand.
- Assist with putting away food orders as requested.
- Perform other duties as assigned.

Qualifications and Skills

Camp Fire recognizes the value of skills and knowledge gained outside of formal higher education and paid employment. We believe that a diversity of professional and life experiences can lead to a well-rounded team.

Applicants who do not meet all of the qualifications listed below but present other relevant qualifications or experience will be considered.

We strongly encourage anyone who feels passionate about this work, has a strong desire to grow their skills, and believes they have what it takes to thrive in this role to apply. Applicants of non-dominant cultures are welcome and encouraged to apply.

Qualifications

- Knowledge of, or ability to quickly learn, kitchen functions and large-scale food preparation.
- Some prior experience preparing and cooking food, preferably in a food service or institutional setting.
- Ability to work a flexible schedule, including mornings, evenings, and weekends.
- Initiative, problem-solving skills, and the ability to work both independently and as part of a team.
- Ability to contribute to a positive and healthy community living environment.
- Washington State Food Worker's Card (required).
- Current First Aid/CPR certification (or ability to obtain before employment).

Skills

- Good organization and planning skills
- Excellent customer service and accommodating for campers, staff, and guests
- Responsibility, flexibility, and accountability
- Ability to prioritize tasks, manage time effectively, and work independently in a fast-paced environment
- Passion for feeding people quality, nutritious meals
- Ability to accept supervision and guidance
- Ability to work effectively and collaboratively with peers

Physical Requirements

- Standing for long periods of time
- Manual dexterity to safely operate cooking tools such as knives.
- Ability to lift and carry 50 pounds
- Repetitive motions of hands/wrists
- Visual/auditory ability to identify and respond to environmental and other hazards of the site and facilities
- Ability to work and operate equipment in a large, busy institutional kitchen including commercial ovens, stove, flat-top, steamer, warming ovens, mixers, and dishwasher
- Ability to communicate in English, both orally and written

Equal Opportunity Employment

Camp Fire is an equal opportunity employer. We do not discriminate based upon race, religion, color, national origin, sec (including pregnancy, childbirth, reproductive health decisions, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, genetic information, political views or activity, or other applicable legally protected characteristics.

Camp Fire is committed to providing reasonable accommodations for qualified individuals with disabilities and disabled veterans in our job application procedures. If you need assistance or an accommodation due to a disability, please contact us.

Date Updated: September 2026