CHIEF COOK & BOTTLE WASHER

Volunteer Culinary & Field Kitchen Role • West Coast 4x4 Adventures

FIELD KITCHEN | MEAL SERVICE | CAMP NUTRITION | SANITATION

ROLE	Chief Cook & Bottle Washer	**STATUS**	Volunteer (Unpaid)
REPORTS TO	Base Camp Coordinator / Event Coordinator	**TERM**	Per event (ongoing)
EFFECTIVE DATE	October 2026	**CLASSIFICATION**	Field Operations Volunteer

■ ABOUT THE TITLE: "Chief Cook and Bottle Washer" is a time-honored expression for the person who does it all — and in a WC4x4 camp kitchen, that's exactly what this role is. From planning the menu and ordering supplies to firing up the camp stove and scrubbing the last pot at midnight, this volunteer is the engine that keeps the whole crew fueled and happy.

1. POSITION OVERVIEW

The **Chief Cook & Bottle Washer** is the heart and soul of the Base Camp kitchen at every West Coast 4x4 Adventures multi-day event. This role is responsible for planning, preparing, serving, and cleaning up all communal meals — keeping the crew energized, nourished, and smiling from the first morning coffee to the last night's campfire meal.

Working directly alongside the Base Camp Coordinator and Safety Officer, the Chief Cook manages the full field kitchen operation — from pre-event menu planning and supply procurement through on-site cooking, food safety compliance, and post-event kitchen teardown. The role demands creativity, practicality, and the ability to produce high-quality, satisfying meals for groups of any size using camp stoves, dutch ovens, grills, and open-fire cooking in remote desert conditions.

> *"A fed crew is a happy crew. When the food is good, the morale is high, the stories flow, and everyone comes back next year. The Chief Cook makes that happen — one cast iron skillet at a time."*

2. KEY COORDINATION RELATIONSHIPS

The Chief Cook operates as part of the camp operations trio. Active coordination with the following roles is essential to running a safe, smooth, and satisfying camp kitchen:

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Base Camp Coordinator	Kitchen zone placement, water supply, waste management, power planning, daily schedule integration	Pre-event planning; daily operations; supply restocking
Safety Officer	Food safety protocols, fire safety at cooking stations, proper fuel storage, handwashing station placement	Pre-event site walk; ongoing kitchen safety; health
Event Coordinator	Meal timing aligned with event schedule, participant dietary needs, special requests, approvals	Every meal, every day; pre-event headcount confirmation; pos
Base Camp Volunteers	Meal prep assistance, serving line support, dishwashing, fire-pit tending for cooking fires	Daily; assignment and supervisi

3. CORE RESPONSIBILITIES

Pre-Event Menu Planning & Procurement

- Design a practical, satisfying, and budget-conscious meal plan for the full duration of the event — covering all breakfasts, lunches, dinners, snacks, and beverages.
- Collect dietary restriction and allergy information from all registered participants before the event and ensure safe accommodation in all menu items.
- Submit the completed menu plan and itemized shopping list to the Event Coordinator for budget approval a minimum of 14 days before the event.
- Procure all food, beverages, cooking supplies, and consumables (foil, paper goods, cleaning products) within the approved event budget.
- Organize and pack all food supplies for transport, ensuring proper temperature management and food safety during travel to the remote site.
- Coordinate with the Base Camp Coordinator on water supply quantities needed for cooking, drinking, and dishwashing.
- Bring a printed copy of all ingredient lists and allergen notes to the event for reference during food preparation.

Field Kitchen Setup

- Establish the camp kitchen in the designated zone assigned by the Base Camp Coordinator and approved by the Safety Officer.
- Set up all cooking equipment including camp stoves, grills, dutch ovens, propane connections, and open-fire cooking rigs.
- Establish dedicated zones within the kitchen area for food prep, cooking, serving, and dishwashing — clearly separated.
- Set up hand-washing stations with soap and water at both the food prep area and the serving line.
- Stage all food storage in a bear/critter-safe manner appropriate to the terrain and conditions of the site.
- Test all cooking equipment and fuel connections before the first meal service.
- Brief any kitchen volunteers on layout, safety protocols, hygiene standards, and their assigned tasks.

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Meal Preparation & Service

- Prepare all communal meals on schedule and in quantities sufficient for all registered participants plus a reasonable surplus.
- Maintain a consistent and communicated meal schedule — posted at the Command Post and communicated at morning briefings.
- Cook meals appropriate to the environment — hearty, calorie-dense, and adapted for high-heat desert conditions.
- Ensure all meals accommodate confirmed dietary restrictions — keep allergen-safe portions clearly labeled and separate.
- Manage serving line setup and breakdown for each meal, including condiments, utensils, plates, and beverages.
- Prepare trail-ready packed lunches or snack packs for full-day run groups departing Base Camp when required.
- Coordinate with the Base Camp Coordinator to have hot coffee, water, and trail snacks available throughout the day.
- Monitor and manage food storage temperatures for all perishables throughout the event to prevent spoilage.

Kitchen Sanitation & Dishwashing

- Establish and maintain a three-bucket dishwashing system (wash, rinse, sanitize) for all communal cookware and utensils.
- Wash, rinse, and sanitize all cooking equipment, serving utensils, and communal dishes after every meal service.
- Maintain a clean, organized kitchen workspace throughout the event — wipe surfaces, dispose of waste, and contain food scraps.
- Store all grey water and food waste in sealed containers for proper disposal in accordance with LNT and site permit requirements.
- Perform a full kitchen deep-clean at the midpoint and conclusion of multi-day events.
- Ensure all kitchen volunteers follow hand hygiene protocols — hand-washing before food handling, after waste handling, and between tasks.
- Inspect all cooking equipment for damage, wear, or safety issues and report findings to the Base Camp Coordinator.

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Food Safety & Compliance

- Maintain all perishable foods at safe holding temperatures — below 40°F or above 140°F — using coolers, ice, and thermal containers.
- Monitor ice supplies and resupply schedule with the Base Camp Coordinator to maintain cold chain integrity.
- Label and date all prepped food items in storage. Discard any item that has exceeded safe holding time.
- Follow all applicable food safety standards for group outdoor cooking — ServSafe guidelines recommended.
- In the event of a suspected foodborne illness, immediately notify the Safety Officer and cease service of the implicated item.
- Document any food safety incidents, waste events, or equipment failures in the post-event kitchen report.

Kitchen Teardown & Inventory

- Fully break down the kitchen area at event conclusion — all equipment cleaned, dried, packed, and inventoried.
- Return all club-owned kitchen equipment in clean, serviceable condition to the Base Camp Coordinator.
- Dispose of all remaining food waste, grey water, and packaging in accordance with LNT and permit requirements.
- Submit a post-event kitchen report to the Event Coordinator within 7 days including: menu feedback, supply quantities used, waste generated, equipment issues, and budget reconciliation.
- Recommend improvements to the menu, equipment kit, or supply quantities for future events.

4. SAMPLE DAILY CAMP KITCHEN SCHEDULE

The following represents a typical daily field kitchen timeline for a WC4x4 multi-day event. Actual times are coordinated with the Base Camp Coordinator and Event Coordinator each event:

5:30 AM	Rise & kitchen prep	Coffee on; breakfast mise en place; water boiled for oatmeal/hot drinks
6:00 AM	Breakfast service opens	Full hot breakfast served; dietary alternatives plated first
7:30 AM	Breakfast service closes	Trail groups depart; pack trail lunches if required
7:45 AM	Breakfast cleanup & dishwash	Three-bucket wash; surfaces sanitized; waste staged
9:00 AM	Snack station stocked	Trail snacks, fruit, nuts, jerky, hydration drinks available all day
11:30 AM	Lunch prep begins	Camp lunch or packed lunch distribution for non-trail members
12:00 PM	Lunch service	Light but substantial; shade + seating set up
1:00 PM	Lunch cleanup & mid-day kitchen rest	Equipment cleaned; prep work for dinner begins
4:00 PM	Dinner prep begins	Hearty multi-course camp dinner; welcome-back meal for trail returnees

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6:00 PM	Dinner service	Full crew meal; community atmosphere; dietary needs served first
7:30 PM	Dinner cleanup & full dishwash	Deep clean; grey water contained; evening snacks staged
8:00 PM	Evening snacks / campfire kitchen	S'mores, popcorn, hot drinks; informal service at fire area
10:00 PM	Kitchen secured	All food stored; heat sources off; kitchen area cleared for overnight

5. FIELD KITCHEN EQUIPMENT STANDARDS

The Chief Cook is responsible for ensuring the following minimum equipment is available and functional at every event. Club-owned items are stored by the Base Camp Coordinator; personal items are the Cook's responsibility:

COOKING EQUIPMENT	SANITATION & SERVICE EQUIPMENT
■ High-output camp stove (2+ burner)	■ Three-bucket wash station + sanitizer
■ Dutch oven set (10" and 12" minimum)	■ Coolers (dedicated food-safe)
■ Camp grill / grate	■ Food storage containers (sealable, stackable)
■ Cast iron skillet (10" and 12")	■ Serving trays, tongs, ladles, spatulas
■ Large stock pots (2x 8-quart minimum)	■ Disposable gloves (food-grade, multiple sizes)
■ Propane tanks / fuel (sufficient for event)	■ Paper towels, dish soap, sanitizing wipes
■ Cutting boards (2 — raw meat / produce separated)	■ Food thermometer (instant-read)
■ Chef's knife set + sharpener	■ Trash bags, foil, plastic wrap, zip-lock bags

6. REQUIRED SKILLS & QUALIFICATIONS

- ■ Active membership in West Coast 4x4 Adventures in good standing.
- ■ Demonstrated cooking experience for large groups — minimum 20+ people preferred.
- ■ Ability to plan, budget, and execute multi-day menus for groups of varying dietary needs.
- ■ Comfort cooking in remote, off-grid environments using camp stoves, grills, dutch ovens, and open fire.
- ■ Knowledge of food safety principles including temperature management, cross-contamination prevention, and safe holding times.
- ■ Physical stamina to manage a full-day kitchen operation in high-heat desert conditions.
- ■ Strong time management and multitasking skills — managing multiple dishes simultaneously on a tight schedule.

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- Ability to adapt on the fly — substituting ingredients, adjusting quantities, and problem-solving with limited resources.
- Team leadership skills — able to brief, direct, and motivate kitchen volunteers efficiently.
- Willingness to arrive early for setup and remain after meals for thorough cleanup — every time.
- Valid driver's license and a vehicle capable of transporting food, coolers, and cooking equipment to remote sites.

7. PREFERRED QUALIFICATIONS

- ServSafe Food Handler or Food Manager Certification (or equivalent food safety training).
- Experience catering, camp cooking, or managing commercial kitchen operations.
- Familiarity with Leave No Trace principles as applied to grey water, food waste, and open-fire cooking.
- Knowledge of common dietary restrictions and skill in producing allergen-safe alternatives without cross-contamination.
- Experience cooking dutch oven and cast iron meals over charcoal or open fire.
- Ability to create a simple, printed menu and meal prep timeline for volunteer kitchen assistants.
- Budget management experience — tracking food costs against an event budget in real time.
- Creativity and enthusiasm for camp cooking — members notice and appreciate a great meal far from civilization.

8. TIME COMMITMENT

Menu Planning & Shopping List	3–5 hours	Per event
Food Procurement & Packing	2–4 hours	Per event
Pre-Event Coordination Meetings	1–2 hours	Per event
Kitchen Setup (arrive early)	2–4 hours	Per event
Daily Meal Prep & Service	10–14 hours/day	Each event day
Daily Dishwashing & Sanitation	1–2 hours/day	After each meal service
Kitchen Teardown & Inventory	2–4 hours	Per event
Post-Event Report & Budget Recap	1–2 hours	Per event

On-event days are long. The Chief Cook is typically the **first person up and the last person to finish** at every camp event. The reward is a crew that is well-fed, grateful, and ready to tackle the trail again the next morning.

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9. AUTHORITY & KITCHEN RULES

Kitchen Zone Authority: The Chief Cook has full authority over the designated kitchen zone during food service hours. Only authorized kitchen volunteers and coordinators may enter the food prep and cooking area during active service.

Menu Authority: Once approved by the Event Coordinator and budget-confirmed by the Treasurer, the Chief Cook has full discretion over meal selection, preparation methods, and ingredient substitutions within the approved budget.

Food Safety Authority: May pull any food item from service that they judge to be unsafe — no approval required. This decision must be communicated immediately to the Safety Officer and Base Camp Coordinator.

Volunteer Assignment: May assign, direct, and reassign kitchen volunteer tasks at their discretion. May request additional volunteers from the Base Camp Coordinator during peak service periods.

Kitchen Curfew Authority: May set and enforce kitchen close times to ensure adequate rest, equipment security, and fire safety. After hours, the kitchen is closed to all non-emergency access.

Budget Flexibility: Authorized to make field substitutions up to $50 above the approved food budget without prior approval in response to supply shortages or last-minute participant count changes. Amounts above this require Event Coordinator approval.

10. WHAT THIS ROLE BRINGS TO THE CLUB

■ MEMBER MORALE	Good food transforms a trail weekend into a cherished memory. Few things build crew spirit like
■ ENERGY & PERFORMANCE	Well-fueled members drive better, recover faster, and stay safer on technical terrain throughout t
■ COMMUNITY GLUE	The communal meal table is where friendships deepen, stories are shared, and the WC4x4 comm
■ HEALTH & SAFETY	Proper food safety and nutrition prevent illness in the field — keeping the whole crew healthy and
■ EVENT VALUE	Quality camp meals increase the perceived value of club events and justify membership investm
■ LNT STEWARDSHIP	Responsible grey water and food waste management protects the land and the club's permit acc

11. HOW TO APPLY

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West Coast 4x4 Adventures is looking for a passionate camp cook who loves feeding a hungry crew in the middle of nowhere. If you can wrangle a dutch oven, keep a cooler cold, and still smile while scrubbing the last pot at 9 PM — we want to hear from you.

Step 1 — Express Your Interest
Contact the Event Coordinator or Base Camp Coordinator at events or via email: events@westcoast4x4adventures.com with subject line "Chief Cook Application – [Your Name]."

Step 2 — Share Your Cooking Background
In 200–300 words, describe your cooking experience, your favorite camp meal to make for a crowd, and how you handle dietary restrictions. Bonus points for a sample 3-day camp menu!

Step 3 — Cook a Trial Meal
Shortlisted candidates may be invited to prepare one communal meal at a designated club event as a working trial. This is a hands-on evaluation in a real camp kitchen environment.

Step 4 — Confirmation
Selected candidates are confirmed by the Event Coordinator and Base Camp Coordinator in consultation with the Board. The role is event-based and can be filled by one dedicated Cook or shared between a team of two for longer events.

Applications: Rolling — accepted until the position is filled for the upcoming event season.
Questions? Reach out to the Event Coordinator or Base Camp Coordinator at any club meeting or event.

This position description is approved by the West Coast 4x4 Adventures Board of Directors. West Coast 4x4 Adventures is an equal opportunity volunteer organization and welcomes all members with a passion for feeding the crew and serving the community.

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