



Kenbrook Bible Camp

Summer Camp Cook – Job Description

POSITION: Summer Camp Cook

PURPOSE: To run summer camp kitchen including food preparation, food ordering, kitchen management & clean-up.

GENERAL POSITION DESCRIPTION: This is a seasonal position during our summer camp season which runs from early June till mid-August. Responsible for providing meals for campers and staff during summer camp, preparing meals for special diets, ordering food and cleaning. In addition, cook is responsible for maintaining records of freezer and refrigerator temperatures and meal counts.

RESPONSIBLE & REPORTABLE TO: Food Service Director

QUALIFICATIONS:

1. Committed Christian with willingness to follow our values
2. Skills, training, and/or experience in food service. Willingness to learn new skills.
3. ServSafe certified or willingness to become certified
4. Interest in serving in a Christian camp setting.

RESPONSIBILITIES:

1. General
 - a. Exhibit a spirit of cooperation, flexibility, and commitment to team relationship with other camp staff.
 - b. Create and foster an atmosphere of friendliness and hospitality in the kitchen and dining room to ensure an enjoyable experience for staff, campers, and guests.
2. Supervise and coordinate the kitchen assistants.
3. Prepare and help serve delicious and attractive meals on time.
4. Set up dining room and buffet lines so they are ready prior to meals.
5. Clean up and wipe down the serving line after each meal, cool and put the food away after each meal, wash and clean pans used in the preparation and serving of each meal.

6. Remove trash and recycling from kitchen and place on the back dock for Krew to pick up.
7. Prepare crates for cookouts each week as scheduled by Summer Camp Director.
8. Safely and correctly operate kitchen equipment necessary for food preparation and service.
9. Inform Food Service Director of the failure of any kitchen equipment or concerns.
10. Assist Food Service Director in planning menus.
11. Keep inventory and assist with food order, chemicals order, drinks order, supplies, etc., that you will need each week.
12. Able to perform physical aspects of the position, including:
 - a. Working Long hours (6 to 14 hours per day depending on the day)
 - b. Identify and respond to hazards
 - c. Respond appropriately to situations (fire, evacuation, illness, or injury)
 - d. Lift 50 pounds
13. Follow state health department regulations pertaining to safe food practice.
14. Check in food/supply orders.
15. Responsible for rotating stock when new orders are checked in.
16. Knowledge of food allergies and food related diseases, and ingredients that may cause them.
17. Be willing and prepared to meet special food requirements for both campers and staff.
18. Keep kitchen clean in accordance with health department regulations.
19. Report any accidents or injuries to the Food Service Director and Summer Camp Director immediately.
20. All other duties as assigned by Food Service Director, Summer Camp Director, or Executive Director.

Updated 2/16/20