



Summer Camp Cook Position Guide

Position Overview: To run an effective, efficient summer camp kitchen including food preparation, food ordering, kitchen management and clean-up. This is a seasonal position during our summer camp season which runs from early June through mid-August. Responsible for providing quality meals for campers and staff during summer camp, preparing meals for special diets, ordering food, leading summer camp kitchen staff, working with KREW and KREW leaders and cleaning.

Jesus Christ and His Word are the standard by which we live our lives and conduct our ministry. It is our greatest responsibility and privilege to serve Him. The successful impact of our ministry and the way we operate is built upon the conviction that in all we do, we do for the glory and honor of Jesus Christ. Jesus Christ is the center of all things at Kenbrook. As we serve our guests and minister to our community, we are ultimately serving Him.

The Kenbrook staff is a team, working together to serve God through relationships, programs and services that promote community, discipleship, innovation and ministry. It is vital that staff understands that “going the extra mile,” serving beyond the scope of our job description is often a part of what we are called to do. Whatever our task, we must bear in mind that our service is ultimately unto the Lord.

Classification: Full time during summer; possible part-time (approximately 20 hours/week) in off-season for retreat groups

Qualifications:

- At least 20 years old
- Growing, personal relationship with Jesus Christ
- Supportive of the mission, vision and values of Kenbrook Bible Camp
- Teachable spirit; team-player attitude; servant heart; responsible; industrious; hospitable
- Love for and desire to work with people in a camp and retreat setting
- Work efficiently and effectively unsupervised
- Able to lift and carry up to 50 pounds
- Able to stand for long periods of time
- ServSafe certified or willingness to become certified

Reports to: Food Service Director

Responsibilities:

- Create and foster an atmosphere of hospitality in the kitchen and dining room to ensure an enjoyable experience for staff, campers and guests.
- Supervise and coordinate the kitchen assistants.
- Prepare and serve delicious and attractive meals on time.
- Ensure the dining room and buffet lines are prepped and ready to serve meals on time.
- Clean up and wipe down serving lines after each meal, cool and put away food after each meal, wash and clean pans used in preparation and serving of meals.
- Remove trash and recycling from the kitchen and place it on the back dock for KREW to pick up.
- Prepare crates for cookouts each week as scheduled by the Youth Program Director.
- Safely and correctly operate kitchen equipment necessary for food preparation and service.
- Inform the Food Service Director of the failure of any kitchen equipment or concerns.
- Assist Food Service Director in menu planning.
- Keep inventory and assist with all ordering of food and materials.
- Perform all physical aspects of position, including:
 - Working long hours (6-14 hours/day depending on the day)
 - Identify and respond to hazards
 - Respond calmly and appropriately to emergency situations
- Follow all state health department regulations pertaining to food safety and preparation.
- Check in food/supply orders
- Responsible for rotating stock when new orders are checked in.
- Have knowledge of food allergies and food related diseases and ingredients that may cause them.
- Willing and prepared to meet special food requirements for campers, staff and guests.
- Keep the kitchen clean and in accordance with state health department regulations.
- Report any accident or injury to the Food Service Director and Youth Program Director immediately.
- All other duties as assigned by Food Service Director or Youth Program Director

Note: This position guide does not state or imply that the duties enumerated here are the only duties and responsibilities that may be assigned or expected of this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Employee Signature: _____

Date: _____

Employee Name: _____

Supervisor's Signature: _____

Date: _____

Supervisor Name: _____