



**Assistant Cook**  
Position Guide

**Position Overview:** To assist in running an effective, efficient kitchen including food preparation, food ordering, kitchen management and clean-up. This is a part-time, year-round position with possible full time hours during our summer camp season which runs from early June through mid-August. Responsible for preparing and providing quality meals, preparing meals for special diets, ordering food, supervising kitchen assistants 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:** Part-time (approximately 20 hours/week) in off-season for retreat groups. Full time during summer is possible. Housing option possible.

**Qualifications:**

- At least 20 years old (preferred)
- 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:**

- Operate and manage kitchen in absence of the Food Service Director
- 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 high quality meals on time.
- Ensure the dining room and buffet lines are prepped and ready to serve meals on time.
- Coordinate the clean up and wiping down of 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 in the dumpsters.
- 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.
- Staying current on all 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/or Director on Duty immediately.
- All other duties as assigned by Food Service 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: \_\_\_\_\_