

**Ministry:** Head Cook/Food Service Coordinator  
**Classification:** Seasonal Exempt from Overtime  
**Reports to:** Camp Director



**Position Purpose:**

To plan, prepare and serve meals to campers involved with any camp program. To prepare and serve meals to campers involved with any camp program and be effective in ministry. To pray with campers as needed. To be available to the camp population during operation periods – supporting others in realizing that meals are an important part of the faith community and a time for discussing faith in Jesus and leaning on His Word. To make the meal experience speak of Jesus love and forgiveness.

Since Camp Concordia is a smaller camp, the Head Cook often fills another role on camp – either Waterfront Director, Health Officer or possibly even maintenance. Each of the Camp Concordia staff support, as asked, the camp Openings, Bible Adventures, Campfire Devotions, etc.

**Essential Ministry Functions:**

1. Obeys and enforces all camp rules that apply to campers and staff. Especially pays attention to those camp policies that govern the kitchen, its cleanliness and health.
2. Operate the camp kitchen in accordance with State and local guidelines governing food preparation and storage. Includes, but is not limited to:
  - a. Prepare and cook food as the menu indicates utilizing boiling, broiling, roasting of meat, poultry, seafood, fish, vegetables, salads, soups, and gravies.
  - b. Prepare foods including washing and peeling.
  - c. Bake breads, pastries, muffins, etc.
  - d. Store food and leftovers at proper temperature.
  - e. Set up food, supplies, and utensils for dining hall distribution
  - f. Dating and reusing leftovers appropriately
  - g. Keeping food hot or cold enough at point of service
3. Supervise kitchen assistants and volunteers under their care – this could mean in food preparation, kitchen and dish clean up, and/or keeping dining area healthy.
  - a. Overseeing that staff are cleaning and disinfecting all areas sufficiently.
  - b. Reduce waste, reuse items, and recycle as indicated through the camp's procedures
4. In cooperation with the lead kitchen staff, is responsible for the cleanliness and organization of the kitchen area.
5. Takes an active part in the participation of all elements pertaining to the duties and/or tasks of the kitchen, dining room, and other facilities assigned to the kitchen staff.
  - a. Coordinate schedule and job tasks of other cooks, dining hall manager, and kitchen support staff.
  - b. Assist with supervising or directing the work of the kitchen support staff.
6. Displays a positive role model by example in speech and conduct for the campers and staff.
7. Actions and attitude should reflect Christian values and view the position as a service opportunity.
8. Attend staff meetings and Bible studies for camp coordination and relationships.

**Position Qualifications:**

1. A dedicated individual who is at least 18 years of age and has completed high school.
2. Ideally, experience or training in a commercial kitchen.
3. Ideally, knowledge in healthy and balanced menus; and the ability to follow predetermined meal plans.
4. Ideally, skills in meal preparation for large groups, or willingness to gain the skills, in meal preparation for large groups (30-70 people).
5. Ability to prepare for up to 50 independently, coordinate serving and cleaning staff.
6. A great attitude and willingness to pitch in wherever needed.
7. Understanding that serving in kitchen is primary, but that being part of the overall ministry is essential for all staff at a smaller camp.
8. Faith in Jesus Christ and adherence to the Bible as God's Word.

**Relationships:**

The Kitchen Assistant reports to the Camp Director and relates closely with the Program Coordinator. If

there are no kitchen duties the Head Cook may report to the Camp Director to assist in other areas.

**Physical Requirements:**

1. Visual and auditory ability to identify and respond to environmental and other hazards of the site and facilities and camper and staff behavior.
2. Physical ability to operate kitchen equipment according to safe, recommended methods.
3. Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more).
4. Requires normal range of hearing and eyesight
5. Ability to provide first aid and to assist campers and staff in an emergency.
6. Determine cleanliness of dishes, food surfaces, and kitchen area.
7. Ability to assess condition of food.
8. Willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities and with daily exposure to temperatures from below freezing to above 100 degrees, and animals such as bugs, snakes, bats, deer, etc.