

# **ASSISTANT COOK JOB DESCRIPTION FOR CAMP LAKEVIEW**

## **Required Qualifications**

1. Minimum age - 18 years old and completed one year in a post-secondary educational program.
2. Desire and ability to work in a camp setting.
3. As a representative of Lakeview Ministries, agrees to demonstrate a lifestyle and teach Christian doctrine in accordance with the beliefs of the Lutheran Church-Missouri Synod.

## **Desired Qualifications**

1. Member in good standing of the Lutheran Church-Missouri Synod.
2. Previous experience in a camp or institutional food-service setting.
3. Completion of or enrollment in a post-secondary dietary program preferred.
4. Self-motivated, with the initiative to find work that needs doing without being told.
5. Ability to work well with others.
6. Ability to accept guidance and supervision.
7. Ability to read menus, weights, and measures.
8. Possess imagination, a sense of humor, patience, conviction, sincerity, enthusiasm, initiative, self-control, adaptability, willingness to learn, integrity, ingenuity, a sense of spiritual direction, and the presence of God in his/her life.

## **To Whom Responsible**

1. The Executive Director, Director of Operations, and Program Director in terms of application and employment, training and work assignments, as well as personnel policies and practices.
2. The Food Services Coordinator in all areas relative to food service, inter-staff responsibilities, and regular or special work duties.
3. The Assistant Program Director in all areas relative to program activities, inter-staff responsibilities, and regular or special work duties.

## **General Responsibilities**

1. Assist in food preparation, food service, and the cleaning and sanitizing of all food service equipment, facilities, and areas.
2. Possess an attitude and actions which continually reflect that Christ lives within you and that you view your position as an opportunity to be in His service.

## **Specific Responsibilities**

1. Be present for the preparation and service of all meals when scheduled by the Head Cook, gladly completing any task assigned by the Food Services Coordinator.
2. Help maintain stock level and cleanliness of pantry, refrigerators, and other food storage areas.
3. Assist with cleaning ovens, stoves, grills, refrigeration units, sinks, counters, dining tables, dining chairs, and other kitchen/dining equipment.
4. Assist with keeping the kitchen floor and dining floor clean and sanitary.
5. Assist with keeping all kitchen utensils, pots, pans, serving dishes, and eating dishes clean and sanitary.
6. Assist with keeping the dining hall bathrooms clean, sanitary, and well-stocked.

7. Assist counselors or the Program Director in preparing for cookouts.
8. Lead and guide summer staff assigned to help in the kitchen.
9. On occasion lead Bible study and camper devotions.
10. Attend required staff meetings.
11. Supervise Junior Counselors assigned to designated mealtimes.
12. Supervise, mentor, and guide Junior Cook assigned to kitchen.
13. As a team member, assist other staff in any task that will enhance the outdoor ministry of Lakeview Ministries. This includes participating in evening activities such as TBAs and campfire devotions.