



Job Description for:

Camp Cook

Extra On-Call Hourly

SUPERVISOR:

Food Service Manager.

SCHEDULE:

Extra On-Call.

OVERVIEW:

To assist the Food Service Manager and/or Lead Cook – Sous Chef with the daily operations of the kitchen and dining facilities. To ensure that the preparation and service of all meals will make a positive contribution to the health and nutritional standards of Camp Arnold and will enhance the overall experience of all our guests. Responsible for the care and upkeep of the commercial kitchen equipment of Camp Arnold and to make necessary recommendations for the purchase of supplies and equipment needed in this service.

QUALIFICATIONS:

1. Some college, vocational training or comparable experience in the area of food service.
2. Possess all food handler certification(s) as required by state and local law.
3. Ability to follow verbal and written instructions.
4. Computer literate in Microsoft Office (Word, Excel, and Publisher) required. Microsoft PowerPoint and Lotus Notes helpful.

GENERAL DUTIES:

1. Attend and participate in staff meetings as scheduled.
2. Maintain a standard of cleanliness in personal grooming.
3. Follow all Camp Arnold dress code requirements.
4. Maintain your work area in a neat and orderly condition.
5. Assist the Food Service Manager and Lead Cook – Sous Chef with other duties as assigned.

SPECIFIC DUTIES:

1. Assist with any food service preparation assigned by the Food Service Manager and/or Lead Cook – Sous Chef.
2. Be prepared to take responsibility for meal/snack preparation if required and ensure their readiness in accordance with the scheduled meal/snack times.
3. Be familiar with quantity requirements for menu items.
4. Assist with all inventory procedures, making certain all food removed from stock room, refrigerator and freezer is properly accounted for and documented on proper inventory form.
5. In accordance with state and county health codes, properly store all leftovers and unused food after each meal/snack.
6. Assist with cleaning and care of kitchen, Dining Hall, and all work areas and equipment in keeping with established health department and industry safety standards and codes.
7. Ensure that all kitchen cleanup is completed immediately following each meal/snack.
8. Secure kitchen before leaving at the end of all scheduled events.
9. Maintain safe work habits in accordance with all government's regulations. Make certain that department and behavior of those in the kitchen area is exemplary at all times and in keeping with professional standards.
10. Attend and participate in training and conferences as assigned by the Food Service Manager and Camp Administrator.
11. Give recommendations of replacement supplies through the Food Service Manager and/or Lead Cook – Sous Chef.

PHYSICAL REQUIREMENTS:

1. Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis.
2. Ability to grasp, push, pull objects and reach overhead.
3. Ability to operate telephone.
4. Ability to operate a desktop or laptop computer.
5. Ability to lift up to 50 lbs.
6. Ability to access and produce information from a computer.
7. Ability to understand written information.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order meet the physical requirements of the position. The Salvation Army will attempt to satisfy requests as long as the accommodation needed is a reasonable and no undue hardship would result.

SPIRIT AND UNDERSTANDING:

By accepting employment with The Salvation Army, you acknowledge that The Salvation Army is a church, agree to do nothing to undermine its religious mission and acknowledge that your conduct must not conflict with or undermine the religious program of The Salvation Army Camp Arnold, or its religious and moral purposes. It is expected that all employees of Camp Arnold will conduct themselves in a manner likely to bring honor and glory to God, and credit and respect to The Salvation Army.

THE SALVATION ARMY MISSION STATEMENT:

The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by love for God. Its mission is to preach the gospel of Jesus Christ and meet human needs in his name without discrimination.

CAMP ARNOLD MISSION STATEMENT:

Camp Arnold is a Christian camp owned and operated by The Salvation Army. Our mission is to use nature and the great outdoors as a setting to share the gospel of Jesus Christ, teach environmental awareness, encourage pro-social behavior and safely provide opportunity to every camper for fun and adventure.

Employee Signature: _____

Date: _____

Camp Administrator: _____

Date: _____