

Lake Okoboji United Methodist Camp

Job Description

Job Title: **Head Cook**
Reports to: **Site Director**



Position Purpose

To plan, order, prepare and serve (on-time) nutritious meals and in maintaining the cleanliness and sanitation of the Lake Okoboji kitchen and dishwashing area.

Essential Job Functions

1. Menu plan and order/pick up food & supplies for meals
 - ♦ Emphasis on providing healthy, nutritious, and age appropriate meals
 - ♦ Order and pick up food & supplies to stay within or below budget
 - ♦ Maintain inventory of food and supplies on hand.
2. Lead and assist in the daily operations of the camp food service.
 - ♦ Preparation of food as the menu indicates including washing and peeling.
 - ♦ Set up food, supplies, and utensils for dining hall distribution.
 - ♦ Store food and leftovers at proper temperature.
 - ♦ Answer requests for additional food items with a positive attitude.
 - ♦ Assist in menu planning and ordering/shopping.
3. Assist in routine sanitation of the kitchen and related equipment.
 - ♦ Clean and maintain all food-preparation and storage areas.
 - ♦ Wash all dishes, serving and preparation equipment, and utensils according to regulated washing methods and temperatures.
 - ♦ Reduce waste, reuse items, and recycle as indicated through the camp's procedures.

General Responsibilities

- ♦ Consistently follow safe food handling practices and procedures.
- ♦ At assigned meals, supervise and assist in clean-up as stated in kitchen procedures chart.
- ♦ Be on time to all assigned meetings and activities.
- ♦ Set a Christian example for all those around you.
- ♦ Follow all staff policies.
- ♦ Encourage respect for personal property, camp equipment and facilities.
- ♦ Help in any area of kitchen, dining room or camp as requested by the Camp Directors.

Relationships

The Camp Cook works daily with Head Cook and Camp Directors. This position will work alongside other Okoboji Staff including cabin leaders, weekly support staff and kitchen volunteers.

Equipment Used

Commercial ovens, grills, stoves, dishwashers, hand held appliances, kitchen utensils and microwaves.

Qualifications *(Minimum Education and Experience)*

- ♦ Desire to work in the food service area.
- ♦ Knowledge of food preparation & serving, storage of food & dishwashing procedures is preferred.
- ♦ Christian Faith
- ♦ Ability to accept supervision and guidance
- ♦ Ability to work well with others
- ♦ Possess good character, integrity, adaptability, enthusiasm, sense of humor, patience and self-control
- ♦ Ability to understand and follow food safety regulations
- ♦ At least 18 years of age

Mission

of Iowa United Methodist Camps:

Providing growth experiences to develop Christian leaders for the transformation of the world

Vision

of Iowa United Methodist Camps:

Enriching Lives, Developing Christian Leaders

Core Values

of Iowa United Methodist Camps:

- To ensure guests feel Safe, Secure, & Loved
- To ensure guests are fostering Community and Friendships
- To ensure guests are able to share and learn about Jesus Christ

- ♦ Ability to become ServeSafe Certified

Physical Aspects of the Job

- ♦ Ability to lift and carry 30 pounds including unloading food, carry trays of dishes, lifting supplies and equipment as needed.
- ♦ Visual ability to identify and respond to environmental hazards.
- ♦ Physical ability to operate kitchen equipment according to safe recommended methods.
- ♦ Physical mobility and endurance to perform tasks while standing for long periods of time (60 minutes or more).
- ♦ Determine cleanliness of dishes, food surfaces, and kitchen area.

To Apply

Please contact Eric Scheve, Site Director with interest in applying. Resumes and other items may be sent to

eric@okobojicamp.com

Fill out our online application: <http://okobojicamp.com/staff-application/>

Some physical requirements of a program position could be endurance including standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate program equipment and program activities. Requires normal range of hearing and eyesight. Willingness to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to the sun and heat and varying weather conditions.

LOUMC's primary concern is the spiritual lives of campers and guests. Our ministry at LOUMC is a servant ministry. Therefore, all staff can expect to perform duties not under their specific job responsibilities. All staff can expect to rotate into support staff positions throughout the year. Work assignments will depend upon the immediate needs of the ministry. All year-round staff must be 18 years old, unless specifically approved by the Camp Director. Camp work can be physically demanding therefore all staff can expect to be on their feet and physically active during their employment.