

CAMP SWATARA

ASSISTANT COOK - JOB DESCRIPTION

POSITION: Assistant Cook

PURPOSE: To assist in camp food service including food preparation, serving meals, and clean-up.

GENERAL POSITION DESCRIPTION: This is a seasonal position during our summer camp season and is a part-time position with hours scheduled based on camp's needs during the retreat season. From Memorial Day to Labor Day, Camp Swatara is primarily a summer camp for children and youth, as well as several programs for adults with intellectual disabilities. Meals and evening snacks are served family style each day for campers, staff, and guest groups in the dining hall, as well as regular cookouts and packouts. From Labor Day to Memorial Day, Camp Swatara is primarily a retreat facility with frequent weekend use and occasional midweek groups, including school groups. Many of the year-round meals are served buffet style. The Assistant Cook is responsible to assist the Food Service Manager and Head Cook to prepare and serve meals, including cookouts and packouts, set-up the dining hall and buffet lines, and clean-up in the dining hall(s), kitchen, and dish room. Benefits include a weekly or hourly salary, as well as room and board, if desired, during the summer camp season.

RESPONSIBLE AND REPORTABLE TO: Food Service Manager and/or Head Cook

ACCOUNTABLE TO: Administrator, Other Staff, Board of Trustees, and Camp Guests

QUALIFICATIONS:

1. Committed Christian with a willingness to accept the values of the Church of the Brethren.
2. Skills, training, and/or experience in food service. Willingness to learn new skills.
3. Interest in serving in a Christian camp setting. Camp experience is preferred.
4. Personable style and skills in relating to staff, guests, and campers.
5. At least 16 years of age.
6. Acceptance of Assistant Cook's Responsibilities and Camp Swatara's Personnel Policies.

RESPONSIBILITIES:

1. General
 - a. Recognize role and responsibilities as part of the overall mission and ministry of Camp Swatara, the Church of the Brethren, and the ongoing work of Jesus Christ.
 - b. Exhibit a spirit of cooperation, flexibility, and commitment to the team relationship with other camp staff.
 - c. Create and foster an atmosphere of friendliness and hospitality in the kitchen and dining halls to ensure an enjoyable experience for staff, campers, and guests.
2. Assist in preparing and serving healthy, delicious, and attractive meals on time.
3. Set-up dining hall and buffet lines so they are ready prior to meals.

4. Clean-up in the dining hall(s), kitchen, and dish room following food preparation and meals, including washing, drying, and putting away dishes.
5. Remove trash, refuse, and recycling from the kitchen and dining hall(s) as needed.
6. Assist with preparation and/or packing of snacks, cookouts, and packouts, as scheduled.
7. Take snack foods, drinks, and supplies to the designated locations. Pick-up and clean-up leftovers.
8. Safely and correctly operate kitchen equipment necessary for food preparation, service, and clean-up. Inform the Food Service Manager or Head Cook of the failure of any kitchen equipment to operate properly.
9. Standards, Regulations, and Policies
 - a. Implement American Camp Association accreditation standards related to Food Service.
 - b. Abide by all state and local health department regulations.
 - c. Follow and enforce all camp policies and procedures.
10. Participate in weekly and end of season reviews and evaluations with the Food Service Manager.
11. Assist in other areas of camp operation that may arise for the ministry of Camp Swatara.

Updated: Spring 2018