



Assistant Cook

*Seasonal — Shores of St. Andrew Bible Camp, Green Lake Bible Camp, Camp House
Updated March 2023*

Summary

The Assistant Cook serves as a key team member within our hospitality team in partnership with the Head Cook, other assistant cooks, and the summer ministry staff. The Assistant Cook will ensure delicious food is served, in proper quantities, on a set schedule to summer campers and retreat guests throughout the summer.

Essential Duties and Responsibilities

1. Food Preparation
 - a. Cook and serve nutritious and appealing meals
 - b. Maintain quality food standards in taste, appearance, and nutrition
 - c. Provide alternative options for guests with special diets
 - d. Ensure that guests with food allergies are served safely and properly as needed
 - e. Provide sufficient quantities of food
 - f. See that all foods are prepared, served, and stored using proper safety and temperature guidelines
 - g. Keep accurate account of onsite food availability
 - h. Ensure storage guidelines are followed and food is being properly turned over as storage dates apply
2. Train and coach summer kitchen staff
3. Other duties as assigned.

Qualifications and Requirements

1. Demonstrated skill, knowledge, and good judgment in the areas of large-quantity cooking, menu planning, food purchasing, food service, and sanitation
2. Ability to meet and relate well with guests and campers
3. Ability to attain ServSafe Food Manager Certificate (Paid for by GLLM)
4. Ability to work well with others and to be a flexible member of a team
5. Ability to take initiative and work well without close supervision.
6. Ability to model radical hospitality.

Working Relationships (Internal/External)

1. Food Service Director – Work schedule, menu planning, cleaning, meal preparation, inventory
2. Head Cook (Seasonal) - Food preparation, serving schedules, menu adjustments, and sanitation
3. Program Director – Group schedules, daily schedules, allergy needs, dietary accommodations

Supervises: Assistant Cooks

Hours: 12-40

Compensation: \$16-\$18 per hour based on experience

Location: Positions located at Green Lake Bible Camp - Spicer, Camp House - Brimson, and Shores of St. Andrew - New London.

Supervisor: Head Cook at Camp House or Food Service Director at Shores of St. Andrew Bible Camp

Classification: Non-Exempt