



## Head Cook

Seasonal - Green Lake Bible Camp and/or Shores of St. Andrew Bible Camp  
Updated March 2023

### Summary

The Lead Cook serves as a key team member within our hospitality team in partnership with program director, assistant cooks, and other summer staff. The Lead Cook will ensure delicious food is served, in proper quantities, on a set schedule to the 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, following the camp's food philosophy
  - 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
  - i. Assist with menu planning process
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, and overall visioning
2. Program Director – Group schedules, daily schedules, allergy needs, dietary accommodations

**Supervises:** Assistant Cooks

**Hours:** 30-40

**Compensation:** \$18-20 per hour based on experience

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

**Supervisor:** Food Service Director

**Classification:** Non-Exempt