



## Job Description

<b>Position Title:</b>	Lead Cook
<b>Position Tenure:</b>	Full Time Hourly for Summer (Year-Round Options Available)
<b>Accountability:</b>	Accountable to the Camp Director
<b>Salary:</b>	Compensation commensurate with experience and reviewed regularly by the Camp Director

The food service department is critical in the overall ministry of Cedar Springs Camp. It has a unique ability to create an environment of fellowship over a shared meal while providing creative and appealing meals that are delicious to every guest. Excellence in food quality, preparation and service are essential for the food service department. The primary purpose of the Lead Cook is to provide leadership, direction, and oversight of Cedar Springs' food service department as well as serving as Lead Cook. The Lead Cook will ensure that CSC meals and the atmosphere continue to be a highlight of the camp experience and more than just "a place to eat". Every aspect of food service from prep to clean up will exude the ministry of CSC focusing on fellowship, intentional relationship building, creative menus, and quality food.

- Qualifications:**
1. Be in agreement with the CSC statement of faith and policies.
  2. Have a working knowledge of how a Christian camp functions including food service and its implication in the Christian camp environment.
  3. Have the ability to relate to and work well with all ages of people.
  4. Be highly motivated, a self starter, and well organized.
  5. Have supervisory skills for overseeing staff and volunteers.
  6. Have the basic understanding of food service within the context of camping.
  7. Possess or be able to obtain 'Food Safe' certification as needed.

### Goals Of CSC

#### Food Service:

1. To create an environment where people can meet God in a real and personal way through our food service at CSC.
2. To serve nutritious meals in a clean, non-threatening atmosphere where Christian fellowship can take place
3. To provide balanced meals that our guests will like, while encouraging the stewardship of food. Also, to create new meals and menus that will cater to the need of each individual group while also displaying creativity in meal/menu choice and considering specific allergy/meal needs.
4. To provide a safe place to work and a sanitary place to prepare and serve food.
5. To produce the best possible food at the lowest possible cost to ensure camper/guest affordability.

**Responsibilities:**

1. Working with the Camp Director, be responsible for the food service department at CSC including kitchen/dining hall oversight, food preparation, handling, and disposal, and all food service sanitary issues.
2. Be responsible to supervise food service staff and volunteer workers as needed with the Camp Director.
3. Be responsible for organizing and implementing all routine food service needs.
4. Work with the Camp Director to ensure budgets are maintained while providing an overall food service experience.
5. Attend regular staff meetings.
6. Meet regularly with the Camp Director to provide status updates and share food service needs/ideas.
7. Suggest ideas to update and improve camp food service.
8. Assist in other areas during down time in other camp areas such as housekeeping and the office as needed.
9. Other responsibilities as delegated or required by the Camp Director

**Specific****Responsibilities:**

Working closely with the Camp Director:

1. Maintain a clean, safe, and sanitary working and dining environment in the kitchen and dining hall and any other food service areas
2. Plan and research menus keeping in mind group needs, creative and nutrition, as well as health concerns of campers/guests, food/prep cost, and personnel needs whenever possible
3. Keep inventory lists up to date continuously maintaining a limited inventory based on usage and specific group needs
4. Have a pro-active approach to food service rather than a reactive approach
  - Identify specific food service needs and develop systems, strategic plans, and/or procedures to fulfill these needs and implement them
5. Provide regular written and/or oral status reports to Camp Director
6. Work with volunteers
  - seek new ways to better utilize volunteers
  - ensure that volunteers are appreciated and desire to come back
  - make sure that all volunteers and jobs are well organized and monitored for safety
7. Ensure that the food service department is in strict adherence to all applicable laws and regulations whenever possible i.e. Iowa Department of Health, ACA regulations, CCCA guidelines, and any other governing regulatory entities applicable
8. Order Snack Shop/Coffee shop items as requested by the Camp Director
9. Other responsibilities as delegated or required by the Executive Director

This position is subject to regular performance reviews and this job description may be altered at any time by the Camp Director to better serve the needs of our guests and/or to further the mission and ministry.