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## POSITION DESCRIPTION: HEAD COOK

*Revised March 2022*

**Position Purpose:** It is the purpose of the head cook, working in coordination with the others on the cooking staff to provide healthy and quality meals through proper management and Christian development of the kitchen facilities and staff.

**Position Summary:** The Head Cook functions in an effective team ministry, working with the Food Service Director and Guest Services Director in the implementation of quality and healthy meals for the Camp Perkins community. This position incorporates strong supervisory and time management roles. This is a seasonal, salaried position.

### Qualifications

- ◆ Experience with food and kitchen management
- ◆ Able to manage computer applications such as email, spreadsheets, Word Documents, and navigate internet applications
- ◆ Operate and train others on commercial oven, dishwasher, steamer, mixer, etc.
- ◆ Ability to lead, communicate and work with others to achieve goals as a positive role model and motivator.
- ◆ Commitment to providing quality meals and experiences for camp guests.
- ◆ Christian and emotional maturity.
- ◆ Understanding and compliance with Camp Perkins Mission Statement.
- ◆ Willingness to serve and perform tasks beyond those assigned.
- ◆ Good stewardship of time, talents, and treasures.
- ◆ Ability to follow instructions.
- ◆ Certifications Required: Idaho Food Handlers License, First Aid and CPR (FA/CPR available during summer training time).

### General Responsibilities

- ◆ Maintain a growing spiritual life and set a Christian example at all times and, when needed, lead staff and campers in Christian prayer and devotion.
- ◆ Identify and meet the dietary needs of the campers and staff.
- ◆ Place the well-being of campers before personal desires.
- ◆ Work with volunteers and other staff.
- ◆ Follow camp policies and procedures.
- ◆ Care for camp facilities and equipment.
- ◆ Maintain open communication with co-workers.

### Essential Functions

- ◆ Work with the Food Service Director to:
  - ◆ Plan and implement weekly menus, most frequently from Sunday dinner through Friday lunch
  - ◆ Maintain appropriate inventory of food and supplies
  - ◆ Place food service orders to all meals as needed
  - ◆ Over-see the foodservice operations necessary to support the summer program.
- ◆ Ability to effectively communicate with fellow cooks, food service staff and volunteers.
- ◆ Ability to effectively communicate with program staff.
- ◆ Work with maintenance and housekeeping staff to maintain the working order of equipment, facilities and storage areas as they pertain to the kitchen and dining hall.
- ◆ Able to lift 25 lb. bag of flour, carry 25 feet and place on a shelf
- ◆ Determine and maintain cleanliness of dishes, food contact surfaces and kitchen areas.
- ◆ Attend leadership meetings.
- ◆ Complete additional tasks as assigned.

### Organizational Relationships

At Camp Perkins the direct supervision of food service staff members is the responsibility of the Executive Director.

### Length of Service

Actual dates of employment are dependent on the summer ministry program schedule. The months of employment include May, June, July, and August.