

Job Description

Lead Cook

Suttle Lake UMC Camp & Retreat Center

Minimum Qualifications

- Read and sign the Camp & Retreat Team Mission Statement and Staff Disclosure Form, agreeing to serve toward its fulfillment.
- Experience in an institutional food setting, preferably a camp or retreat center, including food ordering, preparation, serving, storage and sanitation procedures
- Ability to prepare foods for special camp and retreat groups as needed
- Supervisory skills
- Ability to relate well to others including guests and staff
- Desire and ability to work in a camp and retreat setting
- Current certification in CPR, First Aid, and an Oregon State Food Handler's Card

Responsible to

The Camp Director

General Responsibilities

Responsible for general direction and supervision of foodservice for camp and retreat center operation.

Specific Responsibilities

1. Participate in appropriate food service and sanitation training as well as overall camp staff training and meetings as assigned by Camp Director.
2. Train, coordinate, and supervise activities of all food service personnel while participating with them in a team approach to the preparation and service of food to guests.
3. Plan menus and order food in accord with principles of proper nutrition, quality, and food purchasing economy.
4. Maintain food inventory of appropriate food and food service supplies.
5. Receive and provide for proper storage of all food and supplies as needed.
6. Assure proper kitchen sanitation procedures in accord with state, county, ACA, and other regulatory measures.
7. Assure safe and proper use of food service equipment and maintain safety of food preparation areas.
8. Maintain food service records as necessary for USDA and other agencies.
9. Meet with Camp Director and program staff as needed to coordinate food service concerns in support of hospitality groups, guests and their programs.
10. Work with Camp Director and/or Manager in responding to individual dietary needs and health concerns of guests (as appropriate). Ex. dairy allergies, vegetarian, vegan, gluten-free
11. Work with Camp Director and/or Manager to evaluate food service operation and plan for any needed changes.
12. Willingness to assist in other camp operations as needed.
13. Assist with additional work areas as assigned by Camp Director. Ex. housekeeping, office assistance, or maintenance.

Essential Functions

1. Ability to communicate effectively with other staff and guests.
2. Ability to observe (auditory and visual) food preparation areas and processes with concern for hazards or potential hazards and to actively intervene of the same.
3. Strength and ability to lift a fifty pound food container from the floor to a working surface level of at least thirty-six inches high (food and food service equipment storage).
4. Ability to work with food service equipment and cooking vessels at a functional working height of sixty inches (e.g. – stock pots on top of range or baking goods on upper racks of double-stacked convection oven).
5. Ability to operate food service equipment safely.
6. Ability to determine cleanliness of food service equipment, serving dishes, food contact surfaces, kitchen area and condition of food.

Compensation

Term of service, work schedule and hours, wages and other benefits will be assigned upon hiring through agreement with the Camp Director. Schedules may vary slightly in accord with the program schedule of the camp.