

Southern Illinois Christian Service Camp
P.O. Box 69 West Frankfort, IL 62896

Cook – Job Description

DESCRIPTION

This is a cook position involving responsibility for general operation and safety in and around the camp kitchen. Employees in this position perform a variety of duties requiring comprehensive knowledge of the camp and program. The cook exercises independent judgement and action, including making frequent decisions in accordance with delegated responsibilities from the Camp Manager. Primary emphasis is placed upon the safety of the campers and staff while using the camp facilities. An employee in this position receives guidance from the camp manager and is expected to exercise considerable tact, discretion, and judgment. Performance is evaluated periodically.

ESSENTIAL JOB FUNCTIONS

- Responsible for providing meals for campers and staff during summer camp program
- Prepare meals for special diets
- Ordering food as directed by Camp Manager
- Cleaning and maintaining kitchen and appliances in accordance with department of health regulations
- Maintaining meal records
- Manage all aspects of food services
- Supervise and coordinate the kitchen staff
- Plan meals Sunday evening through Friday noon for up to 120 people per meal in advance
- Review meal plans with Camp Manager and/or nutritionist (when available)
- Ensure cleanliness of food preparation and delivery areas
- Follow state health department regulations pertaining to safe food practices
- Assist Camp Manager in food budget planning
- Responsible for rotating stock when new orders are checked in
- Places food orders in accordance with budget and in a timely manner
- Check in all food/supply orders
- Prepares all meals on time as scheduled or assigned by the Camp Manager
- Knowledge of food allergies and food related disease, and the ingredients that may cause the allergy/disease
- Willing and prepared to meet special food requirement for both campers and staff, e.g. gluten free and vegetarian diets
- Complete monthly food inventory by the end of each month
- Report any accident or injuries to the Camp Manager
- Be alert for or prevent accidents (risk management)
- Communicate with others and the Camp Manager
- Facilitate camp relations with a positive and professional attitude, courtesy and tact

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- Fill out appropriate reports
- Work Sunday afternoon through Friday afternoon
- Other duties as assigned by the Camp Manager

REQUIRED CERTIFICATIONS, KNOWLEDGE, ABILITIES AND SKILLS

- Current Illinois Department of Health Food Services Sanitation Certificate
- Experience in public facility management preferred
- Self-motivated with the ability to work without supervision
- Ability to lead and motivate others
- Successfully pass background check and if desired by the Camp, a drug screening