

Lutherhaven Ministries

Assistant Cook



Job Title: Assistant Cook
Classification: Seasonal Exempt from Overtime
Reports to: Food Service Manager and Summer Program Director

Position Purpose:

To assist the Food Service Manager in providing nutritious, well-prepared meals, which are served to all campers, staff, and guests.

Essential Job Functions:

1. Assist in the daily operations of the camp's food service.
 - Prepare and cook food as the menu indicates utilizing frying, boiling, broiling, steaming, roasting of meat, poultry, seafood, fish, vegetables, salads, soups, and gravies.
 - Prepare foods including washing and peeling.
 - Bake breads, pastries, muffins, etc.
 - Set up food, supplies, and utensils for dining hall distribution.
 - Store food and leftovers at proper temperature.
2. Assist in routine sanitation of the kitchen and related equipment.
 - Clean and maintain all food-preparation and storage areas.
 - Supervise the cleaning of prep, serving, and dining hall dishes.
 - Reduce waste, reuse items, and recycle as indicated through the camp's procedures.
3. Work as a member of a food service team.
 - Coordinate schedule and job tasks with other cooks, dining hall manager, and kitchen support staff.
 - Assist with supervising or directing the work of the kitchen support staff.

Other Job Duties:

Other job duties as assigned when not on kitchen shift would include cleaning assignments, help in Trading Post, and some programmatic areas. Serve 3 weekends during the summer, as scheduled with Summer Program Director.

Relationships:

Cooks have a designated relationship with the Food Service Managers and Summer Program Director. Through them may relate directly or indirectly to program staff and counselors related to integration of the food service in the mission and program goals of the camp. Maintain regular and varied communication with staff, guests, and volunteers.

Equipment Used:

Lutherhaven Ministries kitchens are standard industrial kitchens. Gas range, oven, proofer, knives, meat slicer, industrial dishwasher, industrial sized mixer, and more would all be standard items used.

Qualifications: (*Minimum Education and Experience*)

- Affirm Lutheran Christian values and strongly support the goals of Lutherhaven Ministries.
- Must be at least 18 years of age.
- Experience in institutional or food service setting.
- Desire to work in the food service area.
- Knowledge of standards of food preparation and serving, storage of food, and kitchen procedures.

- Must complete a voluntary disclosure statement, submit to Federal criminal background checks, provide personal references, and agree to abide by all Lutherhaven Ministries summer staff policies.
- Valid driving license with clean driving record preferred.

Knowledge, Skills, and Abilities:

- Knowledge of current health and safety laws and practices is essential.
- Knowledge of and experience in (or willingness to learn) preparation of special dietary foods including vegetarian foods.
- Knowledge of food service sanitation.

Physical Aspects of the Job:

- Ability to lift and carry 50 pounds including unloading food, supplies, and equipment as needed.
- Visual and auditory ability to identify and respond to environmental and other hazards of the site and facilities and camper and staff behavior.
- Physical ability to operate kitchen equipment according to safe, recommended methods.
- Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more).
- Requires normal range of hearing and eyesight
- Ability to provide first aid and to assist campers and staff in an emergency.
- Determine cleanliness of dishes, food surfaces, and kitchen area.
- Ability to assess condition of food.
- Willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities and with daily exposure to temperatures from below freezing to above 100 degrees, and animals such as bugs, snakes, bats, deer, etc.