

Nebraska Lutheran Outdoor Ministries

Job Description

Position Title: Cook – Sullivan Hills Camp Date: March 2023

Reports To: Manager of Food Services/Director of Programs

Summary of Responsibilities

The Cook at Sullivan Hills Camp supports the Food Services operations of NLOM's camping ministry through the preparation and serving of menu items, setup and breakdown of food stations while maintaining the uppermost in hygienic standards.

General Responsibilities & Expectations

1. Provide summer food services for campers, staff and other guests at Sullivan Hills Camp
2. Treat all people, including fellow staff members, campers and guests with a "We Care About You" mentality...making food something people rave about in describing their Sullivan Hills Camp experience.
3. Bring joy and fun to the kitchen, and work in a way that is both productive and enjoyable.
4. Employ sanitary practices which are observable.
5. Maintain the kitchen and storage areas in a way that keeps them looking "brand new."

Specific Responsibilities

Meal Preparation & Presentation

1. Review weekly menus with Director of Programs as well as the food and supplies that have been ordered through NLOM's food vendor.
2. Receive orders and account for each ordered item to assure accuracy.
3. Follow systems which assure food safety, timely preparation, adequate quantities, and attractive presentation of all meals.
4. Be a positive influence in the kitchen when working with campers who are assigned KP (Kitchen Party).
5. Ensure proper storage and labeling of all leftovers.

Kitchen & Storage

1. Maintain the entire kitchen area in clean, sanitary, orderly fashion including cabinets, counter tops, equipment, and dishwasher areas (with written documentation of equipment cleaning schedules).
2. Maintain refrigeration and dishwasher temperature charts.
3. Facilitate deep cleaning tasks.
4. Promptly inform supervisor of any repair/maintenance needs.
5. When the camp season is over, deep clean the kitchen and send all dry goods and other food inventory to Carol Joy Holling Camp after going over the inventory with the Chef at Carol Joy Holling Camp.

Professional Expectations and Requirements

1. Maintain adherence to the *Code of Ethics* of the American Camp Association.
2. Subscribe to NLOM's Code of Conduct and NLOM's Communications Covenant.

General Work Schedule

1. The specific schedule will be provided by the Director of Programs
2. Camp is in session in 2023 from June 11 thru July 27. There is no one on site on Saturdays. The first meal each week is supper on Sunday and the last meal each week is the lunch meal on Friday (except the last week of camp when the last meal is lunch on Thursday). This job should be accomplished with 40 hours a week.
3. Housing may be available if needed.

###