

Food Services – Cook II

Camp Homewood

The Pacific Coast Children's Mission (PCCM)

Mission Statement: To present the gospel in an unthreatening atmosphere through quality programs and caring relationships, using God's creation.

Position Title: Cook II
Reports To: Food Services Manager
Positions Supervised: Interns, Volunteers
Remuneration: Housing and base salary to be determined by the Board. This is a full time missionary position and requires raising personal support.

General Responsibility:

The Cook II works under the direction of the FS Manager / Chef to assist with food preparation and presentation, receiving and storing food, and kitchen cleaning and sanitation. The Cook II is part of a team that strives for excellence in the preparation and presentation of appealing, well balanced and nutritional meals for groups of 25 – 250 people. Food is to be served on schedule and at its peak. Working to deadlines is critically important!

This individual is part of a team committed to building the Kingdom of God. Camp Homewood's ministry is relational. Staff must be able to convey a sense of Christ-like hospitality and concern for guests and staff. Staff must be able to work with and minister to the volunteer high school and college age young people who serve at camp. All staff are expected to work as part of a team to build the Kingdom of God. The Cook II must be willing and able to follow the directions of the FS Manager / Chef. Responsibilities are to be carried out in a way that will honour Jesus Christ and comply with the Pacific Coast Children's Mission's Statement of Faith and Mission Statement.

This position is physically demanding and the hours are long. Applicants must be able to lift 50 pounds and work on their feet for an 8-hour shift. The intensity and focus of this position varies seasonally, and is not a typical '9:00 – 5:00' job. This position will be expected to lead shifts periodically and take full responsibility in preparing specific meals as assigned.

The Food Services department serves approximately 40,000 meals during the summer camping season and approximately 40,000 meals during the 'off-season'.

A. **Food Services: Scope of Responsibilities**

1. Assist with the preparation and cooking of complete meals for guests and staff.
2. Provide alternative menu items to accommodate special diets / allergies.
3. Properly save and reuse leftovers, minimize waste, and encourage recycling.
4. Work to ensure that kitchens, dining rooms, and coffee stations are in a state of readiness for all Homewood sponsored camps, guest groups, etc.
5. Work to ensure Public Health regulations and Food Safe guidelines are followed to safeguard the health of guests and volunteers.
6. Work to ensure proper cleanliness and sanitation of kitchens, pantries, fridges, freezers, stoves / ovens and storage areas prior to, during, and after each camp use. All FS equipment, laundry & linens are to be properly cleaned and stored following use and work areas are to be left clean & tidy.
7. Requests for maintenance are to be made in a timely fashion.
8. Help receive and store food supplies and materials.
9. Arrive at work on time, properly attired, rested and prepared to work.
10. Ensure that safety for all workers (including yourself) is priority one. Enforce best practices, identify hazards, and take corrective measures.

B. **Record Keeping**

1. Chart temperatures daily for all coolers and freezers as well as operating temperatures for the dishwasher.
2. Assist with maintaining an inventory of all food supplies, paper, and chemicals as directed

C. **Guest Group Coverage**

1. The Cook II assists with cooking for guest group bookings. This includes working many weekends during the off-season.
2. Upon Guest Group departure, ensure the kitchen & Dining Room are properly shut down.
3. Flex time will be granted and approved by the FS Manager. Flex days must be taken within 2 weeks or they will be lost.

D. **Personnel**

1. Provide positive, professional, and effective leadership for all volunteers working within Food Services.
2. Assist with training and supervision of volunteers and casual Food Services employees as directed, ensuring that they clearly understand the scope of their responsibilities and the performance standards required.
3. Provide feedback designed to improve performance and assist them as required to ensure success.
4. Participate in professional or spiritual development courses, seminars, or conferences as directed by or approved by the FS Manager.
5. Be a consistent example of Christian commitment and enthusiasm.

E. **Relationships**

1. As ambassadors of Christ, all staff are expected to relate to our guests and one another with a warm and gracious manner. Remember: you are the face of Camp Homewood – let it reflect Jesus Christ!
2. Build and maintain a positive profile for Camp Homewood in the local community.
3. Attend all staff meetings as requested.
4. Contribute to building harmonious relationships and an effective work environment, which maximizes the effectiveness of all human resources.
5. Work closely with Work Crew, Summer Staff, and Interns to help make their experience a positive time of personal growth.
6. Lead by example in cooperating with other staff to work as a team and produce a well functioning body.
7. Be a positive spiritual leader and example to those you work with and serve. This will include leading devotional and prayer times with staff and volunteers. You are expected to participate in a local church weekly as your work schedule permits.

F. **Other**

1. All food service employees must dress professionally and comply with standards set by the FS Manager. Chef jackets and aprons will be provided.
2. Ear buds and / or ear phones may not be worn at work.
3. In the event of an emergency, established policies and procedures will be followed. All Staff are expected to work together to ensure a coordinated response under the leadership of the General Director.
4. Requests for time off or holidays are to be submitted in advance for approval to the FS Manager. See Camp Homewood Staff Holiday Policy for details.

G. **Qualifications:**

1. Teachable attitude, demonstrating a willingness to develop skills in Food Services.
2. A mature and growing Christian who loves and enjoys people committed to living a life of holiness.
3. Must comply with the PCCM Statement of Faith, Mission Statement, and Code of Conduct.
4. A demonstrated passion for evangelism and discipleship of youth.
5. 1 year of training (PC II) or relevant experience in Food Service.
6. A team player committed to helping others succeed.
7. Takes initiative – a ‘self-starter’ who is able to work without direct supervision. Focused and organized, reliable, dependable.
8. Excellent math and oral and written communication skills.
9. A valid class 5 driver’s license and clean drivers abstract.
10. Must maintain current Food Safe I and Standard (Level I) First Aid certification (training will be provided if the candidate does not already have First Aid).
11. Successful candidate must provide a clean Criminal Record Check upon appointment and periodically throughout their employment.

This job description is not intended, and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements. Other duties may be assigned.