

Job Description

Job Title: Head Cook/Kitchen Manager

Job Purpose:

To enhance the outdoor ministry of Camp Lutherhaven through the unique gifts and skills God has given this person to provide a positive dining experience that is appetizing and healthy, while coordinating a kitchen that is clean, safe, fully staffed, and organized for the groups and programs that occur at Camp Lutherhaven.

Qualifications:

1. A commitment to Camp Lutherhaven's mission
2. Must be food safety, food manager certified through ServSafe, or willing to become certified
3. Experience in organizing and cooking for large groups
4. Committed to a team working environment for the purpose of furthering the outdoor ministry at Camp Lutherhaven
5. Capable of training, delegation and supervision of others
6. Minimum age: 20 years old or completed two years of college.

Reporting Relationships:

Primary: The Executive Director of the Lutheran Camp Association, Inc.
Secondary: The Board of Directors of the Lutheran Camp Association, Inc.

Responsibilities:

1. Develop a menu plan for all weekend and weekday groups that Camp provides meal service based on group type, available food on hand, and the food expense budget
2. Order appropriate food and quantities from Camp's current food vendors to meet menu needs
3. Contact, enlist and develop assistant cooks and cook leaders as needed for meal preparation using the following ratio:

#People	# Cooks
15-25	1 cook
26-50	2 cooks
51-80	3 cooks
81+	4 cooks
4. Serve as the cook leader at least ½ the meals in any given month which may include meal preparation, serving, and cleanup
5. Oversee and maintain the Kitchen and all food storage areas in a clean, organized, and in accordance with current federal, state and other regulatory agencies
6. Recommend menu, serving, and kitchen improvements as applicable to the Executive Director
7. While at Camp Lutherhaven, represent its ministry with your attitude, words, appearance and actions

Other:

Report any damage, repair needs, kitchen supply needs, or concerns to the Executive Director

PHYSICAL DEMANDS

1. Reach overhead and below the knees, including bending, twisting, pulling and stooping.
2. Move, lift, carry, push, pull and place objects weighing less than or equal to 20 pounds without assistance.
3. Stand, sit, or walk for an extended period or for an entire work shift.

Disclaimer

This Job Description is intended to describe the general nature and level of work performed by those assigned to this position. This is not a comprehensive list of all responsibilities, duties, skills, efforts, and conditions associated with this position. The Company reserves the right to modify this description in the future, with or without notice to the employee. This Job Description does not create an employment contract, implied or otherwise, and employment with the Company remains at will. These responsibilities are subject to possible modification to reasonably accommodate individuals with disabilities.