



## LITTLE EDEN CAMP Cook

### **Position Summary/Purpose**

Little Eden is a Christian camp which was started by a group of Mennonite men in the mid 1940's and is members of the Mennonite Camping Association (MCA) as well as Christian Camp and Conference Association (CCCA). The camp is owned by the Little Eden Camping Association (approximately 1000 members) that elects a Board of Directors to oversee the camp and its operations.

Little Eden desires to serve families, individuals and churches through youth camps, family camps, special events, family getaways and church retreats. Our mission is to provide a Christian environment that nurtures and encourages relationships to God and others through fellowship, worship, camping and education.

Major areas of responsibilities include food preparation/service, supervision of kitchen staff in the absence of the Food Service Director, ensuring ServSafe and Little Eden protocols are being followed, and meeting or exceeding guest needs/expectations.

### **Knowledge/Experience/Skills/Qualifications**

1. Must be able to fully respect the mission of Little Eden Camp or statement of faith.
2. Must be positive, highly motivated, detail oriented, and be able to successfully interact with individuals and groups of all ages.
3. At least five years of extensive cooking and baking experience is required. Five years cooking and/or baking experience in a professional setting serving guest groups ranging in size from 20 to 300 is preferred.
4. Be in good health – be able to stand/work on your feet for entire shift (4-10 hours); be able to lift up to 50 lbs. when needed; be able to assist with putting away food orders which includes time in freezer, fridge, and dry storage closet; be able do repetitive motions (chopping, cutting, scrubbing, etc.); be able to kneel, bend, reach, stack, sweep, mop and other physical activities.
5. Experience in managing staff of various ages (mainly college-aged) and skill levels in a kitchen setting is preferred.
6. ServSafe certification and culinary coursework, classes or training would be a bonus.

## **Responsibilities**

### **A. Food Preparation**

1. Be responsible for full execution of meals when you are the lead, which includes food preparation, cooking, baking, finishing, serving, storage and clean-up. Assist with food preparation when not the lead.
2. Serve well-prepared meals to guests in a timely manner consistent with the expectations and mission of Little Eden Camp with customer satisfaction as priority.
3. Ensure food quality is completely safe and of the highest standard possible.

### **B. Supervision**

1. When working alongside of Food Service Director, confer with her to determine who has lead in the kitchen. If taking the lead, meet with Director to get appropriate menus and other information needed.
2. If you are the lead, determine which jobs you will do and which you will delegate to other kitchen staff and supervise their execution. Use Task Lists, Bar Diagrams and Menus as prepared by the Food Service Director to ensure expectations of each meal are met or exceeded. Oversee all other tasks needed to maintain cleanliness of kitchen and appropriate maintenance of kitchen facilities and to ensure a smooth, safe and efficient operation in compliance with the health department and ServSafe standards.

### **C. Other Duties of Kitchen**

1. Use Little Eden systems to track food prepared and used, number of persons fed at each meal, and management of inventory.
2. Communicate the needs and concerns of kitchen operations to the Food Service Director. Provide input to the Food Service Director when appropriate and for annual evaluation of kitchen operations.
3. Be able to prepare special foods to meet dietary needs and address dietary questions from guests about allergens and ingredient lists.
4. Assist Food Service Director with checking in and inspecting food orders as needed.
5. Assist with training staff and/or volunteers on proper food handling procedures and use of kitchen equipment, as needed.
6. When covering for Food Service Director in non-summer season, work closely with Guest Services Manager or Group Host to ensure needs of guests are being met.

## **MISSION STATEMENT**

*The mission of Little Eden Camp is to provide a Christian environment that nurtures and encourages relationships to God and others through fellowship, worship, camping and education.*