

# Bear Creek Camp and Conference Center

3601 Bear Creek Blvd, Wilkes-Barre, PA 18702

## Summer Cook Job Description

### Position Overview:

Summer Cooks shall serve the mission of Bear Creek Camp through providing nutritious, well-prepared meals which are served to all campers, staff, and guests.

### Qualifications:

1. A desire to work in outdoor ministry and to make campers and guests the number one priority.
2. Ability to work with limited supervision in an overall team environment that requires communication
3. Knowledge of standards of food preparation and serving, storage of food and kitchen procedures
4. Knowledge of current health and safety laws and practices
5. Ability to maintain clearances for working with children as required by applicable state and federal law.

**Reports to:** Food Service Manager

### Responsibilities:

1. Assist in the daily operations of the camp food service
  - a. Prepare and cook food as the menu indicates utilizing standard cooking techniques
  - b. Prepare foods including washing and peeling
  - c. Set up food, supplies, and utensils for dining hall distribution
  - d. Store food and leftovers at proper temperature
  - e. Utilize standard commercial food service equipment including stoves, ovens, mixers, grills, and warmers.
2. Assist in routine sanitation in the kitchen and related equipment.
  - a. Clean and maintain all food-preparation and storage areas
  - b. Supervise the clean of prep, serving, and dining hall dishes
  - c. Wash dishes, utensils, and cooking equipment
  - d. Maintain kitchen equipment and linens through regular cleaning
  - e. Reduce waste, reuse items, and recycle as possible
3. Work as a member of the food service team
  - a. Coordinate schedule and job tasks with other cooks and kitchen assistants
  - b. Provide regular cleaning, sweeping, mopping of kitchen and connected areas

### Essential Abilities:

1. Physical ability to lift and carry 50 pounds including unloading food, supplies, and equipment as needed.
2. Skills to effectively relate, instruct, and supervise youth and adults in a positive and supportive manner.
3. Visual and auditory ability to identify and respond to environmental and other hazards of the site and facilities and camper and staff behavior.
4. Cognitive ability to understand and implement safety regulations and procedures.
5. Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more)
6. Visual and auditory abilities to effectively communicate in-person and through writing.
7. Have the physical, mental and emotional endurance to work long hours and irregular schedules.
8. Physical ability to walk, stand, sit, climb, kneel, crouch, stoop, and stand to perform job responsibilities.

**Classification:** Part-time, Non-exempt

(Revised 4/21)