

JOB DESCRIPTION
Northern Illinois Conference of the United Methodist Church

Title: Shift Cook
Division: Outdoor & Retreat Ministries
Department: Reynoldswood Christian Camp AND Wesley Woods Retreat Center
Reports to: Food Service Director

PURPOSE

To assist the Food Service Manager in preparing and serving nutritious, attractive meals to all campers, staff and guests.

SUMMARY

Shift Cooks work primarily behind the scenes, but also indirectly with guests—children, youth and adults—by supporting their dining experience through food preparation, presentation and friendly service.

Shift Cooks may work directly or indirectly with program staff and counselors to integrate our Food Service into the mission and program goals of particular camps. Shift Cooks will often communicate directly with the *Camp Nurse* concerning dietary needs of campers, guests and staff.

MINIMUM REQUIREMENTS

- Ability and willingness to accept supervision
- Ability and willingness to work well with others
- Current State Food Service Sanitation Certificate
- Training and experience in cooking for large groups
- Ability and willingness to learn to do tasks as assigned
- Ability and willingness to supervise and direct kitchen staff
- Ability and willingness to provide positive, service-minded customer focus
- Experience as a Cook in an institutional or food service setting, preferably a Camp is preferred
- Ability and willingness to maintain clean, conscious and inspection-ready work area at all times
- Ability and willingness to adapt quickly and manage changing circumstances and unforeseen situations
- Knowledge of current Health & Safety standards & procedures for Food Preparation, Serving and Storage
- Knowledge and experience with food preparation, serving, storage, and dishwashing procedures is preferred
- Ability and willingness to prepare special foods when needed for guests with special needs, such as vegetarian diets.
- Consistently be a person of *integrity: pleasant, caring, honest and trustworthy*

ABILITIES REQUIRED

- Ability and willingness to work with overhead racking systems
- Ability and willingness to sit and/or stand for long periods of time
- Ability and willingness to lift and carry 60+ pounds including unloading food, lifting off of shelves, carrying trays of dishes, lifting supplies and equipment over a 33" high counter rail, and placing on counter as needed
- Ability and willingness to stand and/or sit at 30-inch high counter while performing kitchen prep work which includes, but is not limited to: cutting, measuring, and mixing foods
- Ability and willingness to move hot dishes in racks and/or pans weighing up to 30 pounds out of a dishwasher
- Ability and willingness to step up into a walk-in cooler with bulky items
- Ability and willingness to move/carry hot pans weighing 30 pounds in and out of ovens using oven mitts
- Ability to identify and respond to environmental hazards
- Physical ability to operate kitchen equipment according to safe recommended methods
- Physical mobility and endurance to perform tasks while standing for long periods of time (60 minutes or more)
- Ability and willingness to determine cleanliness of dishes, food surfaces, and kitchen area

REMUNERATION

Year-Round Shift Cooks live off-site and are paid on an hourly basis. During the Summer Season (Memorial Day through Labor Day), Shift Cooks may change to a weekly stipend plus in-camp room-and-board instead of hourly remuneration.

- "Room" varies from camp-to-camp, but always includes a bed, shelves/*cubbies*, a shared refrigerator, and common area. Restrooms are shower houses with gender separation, and privacy walls for individual showers and toilets.
- "Board" includes three (3) daily meals served in the Dining Hall area during guest meal times, seven days per week.

DUTIES AND RESPONSIBILITIES

This position comprises three primary areas of responsibilities which shall be fulfilled with integrity, honesty, trustworthiness, and smiling hospitality:

Daily Food Service Operations

1. Prepare and cook food as the menu indicates utilizing frying, boiling, broiling, steaming, roasting of meat, poultry, seafood, fish, vegetables, salads, soups, and gravies
2. Prepare foods including washing and peeling
3. Bake breads, pastries, muffins, etc.
4. Stir and strain soups and vegetables
5. Weigh and measure foods
6. Set up food, supplies, and utensils for dining hall distribution
7. Help serve meals
8. Carry pots, pans, etc.
9. Store food and leftovers at proper temperature
10. Take and record temperatures on foods, refrigeration units and dishwasher
11. Assist in any area of the kitchen or dining room as requested by the Food Service Manager, such as shared responsibilities: line watcher, salad prep, dishwashing, closing supervisor, etc.

Sanitation of Kitchen and related Equipment

1. Clean and maintain all food-preparation and storage areas
2. Supervise and assist in cleaning of all prep, serving, and dining hall dishes and utensils
3. Assist with washing of dishes after meals
4. Reduce waste, reuse items, and recycle as indicated through the camp's procedures

Participate as a fully involved Food Service Team Member

1. Help unload, store, and move supplies as needed
2. Coordinate schedule and job tasks with Food Service Manager, other cooks, and kitchen assistants as requested by Food Service Manager
3. Train kitchen staff as directed by Food Service Manager
4. Assist with supervising or directing the work of the kitchen assistants
5. Work with Food Service Manager to estimate needs, keep inventory, and receive and store food and supplies
6. Function as general all-round cook for all meals and special events
7. Evaluate current season and make recommendations for following season

Other Duties

1. Help in any area in or around kitchen or dining hall as requested by the Food service manager or shift cook
2. Other duties may be assigned by the Food Service Manager as necessary to meet Guest Groups' needs

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and/or skills required for the position. All staff may be required to perform duties outside of their normal responsibilities from time to time, as needed for guest and staff safety, and/or hospitality.

ADDITIONAL INFORMATION

HR use only	
NIC ADP Category	### / ###
Job code	NIC-ORM-###
Generic title	Shift Cook
Pay grade	TBD
Management? (Yes/No)	No
E/NE status	Non-exempt
Last revised	3/25/2016