

## **JOB DESCRIPTION – KITCHEN STAFF**

Employer: Camp Tekoa

Title: Kitchen Staff

Supervisors: Director, Assistant Director, Kitchen Manager

### **QUALIFICATIONS:**

1. Be experienced and/or trained in the appropriate kitchen position.
2. Be a Christian and an active participating church member, and/or Christian Fellowship Group.
3. Understand and agree to teach and model traditional Christian values and the policies/practices of Camp Tekoa.

### **GENERAL DUTIES:**

1. Prepare food for campers and staff – Breakfast, Lunch, Dinner, snacks, and campout food.
2. Maintain a clean kitchen and dining hall.
3. Other duties assigned by Camp Tekoa's Director and Program Director.

### **SPECIFIC DUTIES:**

1. Be able to organize and manage Tekoa's food services so that Campers and Staff are being fed on time and in correlation with camp programs (off site trips, cookouts, etc...)
2. Read camper special needs form to be more prepared in case of an emergency. Be sure to take note of the camper and staff food allergies.
3. Responsible for properly cleaning dishware, silverware and cooking equipment during and after each meal.
4. Responsible for cleaning and setting all Dining Hall tables for family style meals.
5. Responsible for maintaining buffet style food items during meal times (keeping food warm and replenished).
6. Responsible for providing a snack and drink each afternoon for campers and staff (after rest hour).
7. Remain on site during the entire week. Emergency or break times need to be arranged with the Director or Assistant Director.
8. Make sure all equipment is clean, stored and ready for the next meal prep.
9. Keep equipment logs up to date and correct (Hobart, cooler, freezer, etc...).
10. Arrange and confirm all store trips by consulting with the Director prior to store trips (all off-site trips must be approved).
11. Participate in training and in post camp closing, etc...
12. Perform duties as assigned under the direction of the Director, Assistant Director, and Program Assistants by offering your services for other camp activities as needed and as your time allows (July 4th, talent show, mini-camp).
13. Radio volume level should be kept low so that it is only heard in the kitchen. Lyrics should be in compliance with our mission. If you have any doubts about the lyrics in a song then don't play it!
14. Throughout the summer, continue to train the rotating staff. The more they know and understand the better workers they can be.
15. Kitchen staff are just as much a part of the staff as any other staff members. Kitchen staff are expected to attend *all camp* activities (talent show, opening and closing campfire, etc...). Kitchen staff can take a 30 minute break after leaving the kitchen in the evening, before joining the *all camp* activity.