



## Camp Lutherwood Oregon

<b>JOB TITLE</b>	Lead Cook
<b>REPORTS TO</b>	Food Service Manager/ Executive Director
<b>DEPARTMENT NAME</b>	Program and Operations

### 1. PRIMARY PURPOSE

This position is responsible for serving nutritious and well-balanced meals to all of our guests and campers. Meals are served three times a day and require creativity, sensitivity to allergies and special diets, all while being mindful of complete food use and resourceful in reducing food waste. All Camp Lutherwood Oregon staff are expected to work collaboratively with all staff members in order to complete the task of serving our campers and guests in the spirit of hospitality.

### 2. ESSENTIAL DUTIES & RESPONSIBILITIES

- Ensure adequate food is provided and available for staff during the weekends during their time off.
- Be available on Sunday check-in to discuss with campers and families regarding special diets.
- Maintain a safe and sanitary kitchen facility.
- Oversee daily and weekly cleaning of kitchen, walk-ins, dish room, coffee bar & staff refrigerator.
- Provide meals and food preparation for non-dining hall meals and programmatic needs such as outdoor cooking, BBQs, campouts, sack lunches, etc. in cooperation with the Program staff.
- Oversee all deliveries, submitting receipts and invoices as received to the Accounts Specialist.
- Follow through on all training, delegation of job responsibilities, schedules and safety procedures.
- Maintain awareness of kitchen facilities, equipment and overall function, reporting any needs and maintenance to Directors.
- Perform all other duties as needed to manage and operate the food service for summer program.

### 3. OTHER DUTIES AND RESPONSIBILITIES

- All Camp Lutherwood Oregon staff are expected to work collaboratively with all other staff members in order to complete the task of serving all campers and guests in the spirit of hospitality.
- Staff members are expected to show, through words and actions, a response to God's grace by their commitment to service, community and creation.
- In consultation with the Director in charge, assist in making and implementing decisions to keep campers and staff safe and healthy throughout the summer.
- Assist with the implementation of ACA (American Camp Association) standards for accreditation.
- Assist with other duties as assigned by the Executive Director.

### 4. JOB/BEHAVIORAL COMPETENCIES

- Flexibility to adapt to regularly changing circumstances and programmatic needs.
- Enjoy young people and a summer camp atmosphere.
- Excellent communication with Directors and staff in collaboration with serving all guests and staff.
- Practice active listening
- Practice Hospitality to all guests including other staff and volunteers
- Enjoyment of people of all ages and the willingness to put their needs and those of the camp community ahead of personal desires
- Enjoyment of the outdoors
- Respect and teach respect for all people, the natural environment, camp facilities, and camp equipment, Participate actively in the camp community, in staff gatherings, and in meetings
- Ability to function as a working member of a group
- Sound moral character
- Good physical health and vitality
- Emotional stability



- Willingness to laugh and have fun
- Maintain a professional attitude toward camping and ministry
- Emphasize safety in all activities including emotional, physical, and spiritual safety

**5. MINIMAL QUALIFICATIONS AND EXPERIENCE**

- At least 1 year of experience in kitchen management.
- Ability to supervise multiple kitchen staff including volunteers and inexperienced helpers.
- Demonstrated understanding of alternative meal planning and preparation for gluten free, vegan, vegetarian, dairy free, and any other needed food alternatives in order to meet the dietary and allergy needs of our campers, guests and staff.
- Commitment to local, organic, healthy, balanced and sustainable food service, upholding Camp Lutherwood Oregon’s Food Service philosophy.
- Demonstrated understanding of clean kitchen facilities and kitchen procedures, working within the American Camp Association standards and Oregon Health Department standards.
- Hold a current Oregon Food Handlers Card or equivalent.
- Hold a current First Aid and Adult and Child CPR/AED certifications.

**6. ESSENTIAL FUNCTIONS**

- Able to lift/unload/move food and supplies
- Lift dishes to storage location
- Use kitchen equipment safely
- Operate electrical and mechanical equipment
- Maintain appropriate inventory of food and supplies
- Operate dishwasher while maintaining appropriate temperature
- Determine cleanliness of dishes, food-contact surfaces, and kitchen areas
- Assess condition of food.

**7. PHYSICAL DEMANDS**

**A. The physical effort typically applied in this job includes:**

<input checked="" type="checkbox"/> Lifting	<input checked="" type="checkbox"/> Pulling	<input checked="" type="checkbox"/> Reaching	<input type="checkbox"/> Manipulating
<input checked="" type="checkbox"/> Carrying	<input checked="" type="checkbox"/> Pushing	<input type="checkbox"/> Shoveling	<input checked="" type="checkbox"/> Keying/typing
<input type="checkbox"/> Other (specify)			

**B. The effort reflected in the above chart is typically applied in the following work positions:**

<input checked="" type="checkbox"/> Sitting	<input checked="" type="checkbox"/> Standing	<input checked="" type="checkbox"/> Walking
<input checked="" type="checkbox"/> Stooping	<input checked="" type="checkbox"/> Bending	<input type="checkbox"/> Confined
<input type="checkbox"/> Other (specify)		

**8. MENTAL OR VISUAL DEMAND**

x	Concentrated mental and/or visual attention; the work involves performing complex tasks very close accuracy and quality specifications; requires attention to detail and to people’s needs.
X	Ability to listen and speak to others in person, on the phone, and/or the walkie-talkie



## 9. WORKING CONDITIONS

### A. Possible disagreeable elements typically of the work area (while on site at camp):

<input checked="" type="checkbox"/> Dust	<input checked="" type="checkbox"/> Dirt	<input checked="" type="checkbox"/> Heat	<input type="checkbox"/> Cold
<input type="checkbox"/> Fumes	<input type="checkbox"/> Noise	<input type="checkbox"/> Vibration	<input type="checkbox"/> Water
<input type="checkbox"/> Other (specify)			

### B. Description of the physical surroundings or conditions under which the job is typically performed and the extent of exposure to the disagreeable elements noted above:

X	Work is typically performed under reasonably good working conditions; while exposure to all or all of the above elements may occur, such exposure is generally not present to the extent being disagreeable.
---	--

## 10. ATTENDANCE

All employees are expected to comply with company attendance standards as agreed upon employment and according to the employee handbook.

## 11. SAFETY

All employees are expected to comply with company safety standards and all American Camp Association standards. All employees are expected to be trained on all equipment prior to operation.

## 12. SIGNATURES & DATES

The following signatures are required to confirm the accuracy and completeness of the Job Description; that essential functions are aligned with organization goals and objectives; to validate that it is clear, concise and supports compliance with legal considerations; and employee understanding of the job requirements. **NOTE: Because jobs change, management reserves the right to add to or change the duties of the position at any time.**

<i>Immediate Supervisor</i>	<i>Date:</i>	<i>Next Level of Management</i>	<i>Date:</i>
<i>Human Resources</i>	<i>Date:</i>	<i>Employee</i>	<i>Date:</i>

## EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Camp Lutherwood Oregon is committed to an employee selection process that embraces diversity and inclusion. It is the policy of the Camp that all applicants and employees are entitled to equal employment opportunity regardless of race, color, religion or creed, gender (includes pregnancy or related medical conditions), gender identity, national origin, age, disability, veteran status or other protected characteristics as required by local, state and federal law. In compliance with the provisions of all applicable state and federal civil rights laws, employment decisions will be made to employ the most qualified individuals without regard to the above factors. The Camp is committed to providing a work environment that is free of discrimination. The Camp does not, and will not permit any of its employees to engage in discriminatory practices involving individuals that they come in contact with as representatives of this Organization, or their co-workers.

Camp Lutherwood Oregon complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the Lutherwood Board chair or current designated person.