



3402 Covenant Park Rd, Mahtowa MN 55707 --- office@covenantpark.org --- 218-389-6398

Assistant Cook Job Description

Job Summary: Individual possessing willingness to serve in coordination with the Head Cook in order to prepare, serve and clean up meals. Will fill in the head cook position in the absence of head cook.

Responsible to: Primary: Head Cook; 2nd: Executive Director

Qualifications:

1. Affirm and hold as your personal conviction the statement of faith, and other sincerely held beliefs of CPBC as outlined in the core documents.
2. Abide by all policies and procedures of CPBC.
3. Demonstrate an active and growing personal relationship with Christ.
4. Demonstrate a godly example both on and off of camp grounds.
5. Demonstrate willingness to serve and strong self-motivation.
6. Possess a heart for the mission of camp and be willing to work as an integral part of the team for mission fulfillment.
7. Possess the ability to solve problems and think for one's self.
8. Demonstrate willingness to learn from "mistakes" and camp situations as they arise. Humble and teachable.
9. Maintains a high standard for cleanliness.
10. Strong communication skills.
11. Ability to work on one's feet for several hours.
12. Prior cooking and meal planning experience. Serve Safe Certification preferred.

Time Commitment:

Summer Youth Camp preferably 5-6 days a week in June and July. Weekends as scheduled Aug-



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May, with potential greater capacity in May and August. Fill in for head cook January-April.

Compensation:

Pay is per meal, based on experience.

Onsite housing provided during work schedule as needed. There is no requirement to live onsite for this position.

Responsibilities:

1. Assist Cook in meal preparation, serving and kitchen cleanup.
2. Provide training and oversight for dishcrew in their kitchen related duties. Provide discipleship meeting 2-3 times weekly during summer youth camps.
3. Keep accurate records campers and guests served.
4. Be primarily responsible for overseeing kitchen cleanliness. Maintain cleaning checklists.
5. Plan and execute meals in the absence of the head cook.
6. Work in coordination with the head cook to ensure proper provisions of food and supplies are maintained.
7. Respectfully abide by and enforce all camp guidelines, expectations, and standards, including health code and camp cleanliness standards.
8. Solve problems as they arise, especially those in need of immediate attention/action.
9. Be available to help in any area needed.

*All staff at Covenant Park Bible Camp serve as stewards of the Mission to create a space that demonstrates the saving work of Jesus and the call to be in relationship with Him through their individual positions. The kitchen staff serve as mentors and ministers to the high-school dishcrew. They will also provide staff devotions on a scheduled basis.



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Training:

General Camp orientation will be provided by the camp director.

Kitchen training will be provided by the head cook in the following areas:

- Kitchen equipment and procedures
- Meal planning
- Food preparation: Recipes, Quantity Calculation
- Health Code and Standards

Serve Safe Certification will be provided as deemed necessary by Covenant Park.

Assistant Cook Detailed Duties:

- Work under the direction of the Cook to prepare meals.
- Work in coordination with Cook and Dish Crew to serve meals.
- Lead the kitchen staff to accomplish daily and weekly cleaning tasks in kitchen and dining hall.
 - A. Kitchen floor swept and mopped daily. Care should be taken to sweep underneath shelves, racks, fridges and stoves.
 - B. Dining Hall floor swept and mopped every other day, including last day of camp.
 - C. Counters cleaned and sanitized after every meal, including dish counter and coffee counter. Tri-sink cleaned and sanitized after every meal.
 - D. Dishes cleaned and put away after every meal.
 - E. Recycling taken out after every meal.
 - F. Stoves and sinks cleaned daily.
 - G. Clean out expired leftovers and other food and supplies.
 - H. Fridges, shelves and pantry cleaned weekly.
 - I. Dining Hall cleaned and organized at end of week. Tables and chairs should be clean. Bleach tables every other week. Lost and Found should be brought to chapel for rally.
 - J. Dish Room and kitchen walls including those by coffee counter and dirty dish counter cleaned weekly.
 - K. Garbage cans cleaned weekly or as needed.
 - L. Dining tables sanitized after every meal following KP. Salt and pepper shakers filled and wiped. Napkin containers filled and wiped.



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- Plan and prepare meals in the absence of the head cook.
 - A. Work in coordination with the head cook as appropriate to plan meal with on hand goods and purchase additional needed goods.
 - B. Work with Administrative Assistant to meet camp or group meal needs.
 - C. Note dietary restrictions, or allergy concerns as part of meal planning.
- Submit meals/campers/guests/staff served records to the director upon request.
- Update and train on cleaning procedures as necessary.

Please email resume to kaela@covenantpark.org to apply.