

Promise Camp of Family Guidance, Inc.
POSITION OPENING -- JOB DESCRIPTION

POSITION TITLE: Assistant Cook

REPORTS TO: Operations Director and Head Cook (under direction of the camp director)

JOB TYPE: Seasonal (June 16 - July 23, 2011)

POSITION SUMMARY

Promise Camp is an exciting, Christ-centered, residential summer camp for at-risk children. Campers range between 8 and 14 years of age and are frequently from culturally diverse, unchurched, single-parent families. This position works within the "operations" team of the camp to prepare meals and keep the kitchen, bunkhouses, and the camp property clean and safe.

The assistant cook is extremely vital to the camp program. For the operations staff to be effective, everyone needs to work together and encourage one another. There needs to be positive communication between the Operations Director, the operations staff, the counselors and the Camp Director. The operations staff needs to be seeking the Lord daily together, as well as individually. They will need to rest in the Lord because they have an exhausting job!

The camp is divided up into six sessions; each of which is approximately one-week in length. Different kids will attend each week. There are eight total cabins, serving 48 total children each week (24 male, 24 female). It is important to build a positive and healthy relationship with the campers. Our goal is to personally demonstrate to them the love of Christ Jesus. Family Guidance offers all staff one full week of on-site training before the camp begins, as well as supervision and assistance throughout the camp.

REQUIREMENTS

The Position Requires:

- A devoted follower of Jesus Christ.
- Pennsylvania Act 33 and 34 background clearances (or the equivalent).
- Support staff must be at least 16 years of age (or a mature 15 year old).
- Ability to work well as a member of a team.
- Having a positive, up-beat attitude toward the youth whom we serve.

SPECIFIC RESPONSIBILITIES AND DUTIES

General Responsibilities:

- Assist the head cook in the entire food service operation of the camp.
- Assist in the neatness, safety, cleanliness, and sanitary conditions of the kitchen, dining hall, food storage area, equipment, utensils and other food-related items
- Equip him/herself daily to do God's work through Bible study and prayer

Specific Responsibilities:

- Assist in the inventory process and food storage.
- Check menus and see that all needed supplies are on hand.
- Put necessary food and supplies on counter for "grub person".
- Assist in setting tables when necessary.
- Wipe off all counters and camper tables that need further cleaning, and after supper, use hot soapy water on all tables, counters, freezer and refrigerators.
- See that all foods are properly put away. Clean the top of the stove after each use.
- Set up and supervise the operation of the camp store.
- Inspect all food, equipment, and facilities, and make immediate report to Head Cook of any defects, along with recommendations for correction
- Attend and be on time for all staff meetings