



## **PREP COOK JOB DESCRIPTION**

**TITLE:** PREP COOK

**MINISTRY:** Camp Harlow Kitchen

**DEPARTMENT:** Family

**DATE:** June 6th, 2022

### **Purpose / Position Overview**

The Prep Cook will assist in preparing and serving meals to staff, campers, and guests at Camp Harlow.

### **Qualification and Character / Spiritual Requirements**

1. Willing to serve the ministry of the church (1 Peter 4:10)
2. Willing to submit to the ministry leadership of the church (Heb. 13:17)
3. Willing to act in love toward others in and around the church (I Cor. 13:1-7)

### **General Responsibilities**

1. Prepare and serve meals for Camp Harlow Staff and Guests at their designated times in accordance with the meal plan provided by the Coordinator.
1. Partner with the Shift Lead and Coordinator to prepare and serve House meals.
2. Transport meals to First Baptist Church when required.
3. Prepare and serve meals tailored to Guests with food allergies, when possible, in accordance with the meal plan provided by the Coordinator
4. Assist in upkeeping the cleanliness and sanitation of the kitchen area, including cooking equipment, storage areas, etc.
5. Meet regularly with the Coordinator to strategize and fulfill any other responsibilities as assigned.
6. Continually seek new and better ways to accomplish responsibilities of your ministry.

### **Special Knowledge / Skills Required**

1. Possess good administrative skills (i.e., responsible, organized, able to plan head and follow-through).
2. Able to assist in cooking for groups of 50 people.
3. People/Servant-oriented and flexible
4. Works well with a wide variety of personalities and demonstrates a consistently positive attitude
5. Able to learn new skills and techniques when required.

### **Education / Experience / Desired/ Required**

1. High School degree
2. Restaurant or Catering experience preferred

### **Directly Reports To**

The Food Service Coordinator

### **Terms of Employment**

Agree to abide by all policies and procedures as outlined in the personnel policy manual.

Signature of appropriate Pastor / Supervisor: \_\_\_\_\_

Employee / Staff Acceptance Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned or negotiated to meet the ongoing needs of the organization. From time to time this job description may be modified, changed, added to, or reduced.