



HARLOW PREP COOK JOB DESCRIPTION

TITLE: HARLOW PREP COOK

DEPARTMENT: FOOD SERVICE

DATE: December 19th, 2023

Purpose / Position Overview

This position will assist in providing a “Full Dining Experience” to Camps and Guest Groups. Including preparation, serving and clean up across multiple locations.

General Responsibilities

1. Prepare and serve meals for guests at their designated times in accordance with the meal plan provided by the Manager
2. Partner with the Food Service Coordinator and Food Manager to prepare and serve meals.
3. Transport meals between sites when required.
4. Prepare and serve meals tailored to guest with food allergies, when possible, in accordance with the meal plan provided by the Manager
5. Keep an eye on food stocks and alert the Coordinator or Manager to “low” or “out of stock” items.
6. Assist in upkeeping the cleanliness and sanitation of the kitchen area, including cooking equipment, dishes, storage areas, etc.
7. Assist in the upkeep of the Dining Hall including sanitizing tables, vacuuming, mopping.
8. Meet with the Coordinator and Manager to strategize and fulfill other responsibilities as assigned.
9. 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 large groups of 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

Food Service Coordinator, Food Service Manager

Terms of Employment

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