

LAKEVIEW MINISTRIES

LEAD COOK JOB DESCRIPTION

Position Description

The Lead Cook will prepare, serve, and clean-up after meals served to retreat groups utilizing Lakeview Ministries food service. Due to the nature of Lakeview Ministries' clientele, most food service requests occur during the weekend, although there are some mid-week groups during the school year.

Required Qualifications

1. Minimum age - 21 years old.
2. Desire and ability to work in a camp setting.
3. Willingness to support the Lord's ministry here at Lakeview Ministries by conducting themselves in a Christian manner.
4. Physically able to lift 30 pounds and be able to stand for extended periods.
5. The ability to follow the menu plan set forth by the Food Services Coordinator (FSC).

Desired Qualifications

1. Experience preparing meals for large groups in a commercial kitchen.
2. Ability to accept supervision and guidance, as well as to give supervision and guidance to other camp staff or volunteers.
3. Possess flexibility, a sense of humor, patience, initiative, self-control, adaptability, a willingness to learn, integrity, and ingenuity.

To Whom Responsible

The FSC in terms of training, work assignments, menu planning, personnel policies, and performance review.

Specific Responsibilities

1. When scheduled, coordinate the food preparation, food service, and the cleaning and sanitizing of all food service equipment, facilities, and areas.
2. Supervise any program staff or volunteers assigned to assist you.
3. Follow the menu as set forth by the FSC, and assist the FSC in planning the menu for future groups.
4. Help maintain stock levels and cleanliness of pantry, refrigerators, and other food storage areas.
5. Assist with keeping all kitchen utensils, pots, pans, serving dishes, and eating dishes clean and sanitary.
6. Assist with cleaning ovens, stoves, grills, refrigeration units, sinks, counters, dining tables, dining chairs, and other kitchen/dining equipment.
7. Assist with keeping the kitchen floor and dining floor clean and sanitary.