



## **Cook – Shift Lead**

Greene Hills, Alexandria PA

*The Camp and Retreat Ministry cultivates authentic connection in Christ, community, and creation.*

### **PRIMARY PURPOSE**

The Cook – Shift Lead ensures the safe preparation and service of the food program for campers, volunteers and staff, as well as maintaining a clean and organized kitchen and dining space.

### **ACCOUNTABILITY**

The Cook – Shift Lead is accountable to the Center Director.

### **LOCATION:**

Positions available at:  
Greene Hills – Alexandria, Pennsylvania

### **HOURS**

This is a part time seasonal position for the summer months of June – August.  
Weekly hours will vary, up to 40 hours a week.  
Typical kitchen shifts are from 6:00 am – 1:30 pm or 1:00 pm – 6:30 pm

### **COMPENSATION**

\$10.00 - \$15.00 per hour based on experience.

### **RESPONSIBILITIES AS A COOK**

- Arrive at kitchen on time to begin shift
- Maintain a clean personal appearance; always wash hands before handling food or utensils
- Coordinate food preparation for breakfast, lunch, dinner, and/or snacks depending on shift
- Supervise kitchen assistants and any other staff/volunteers working in the kitchen
- Provide nutritious, enjoyable meals for all and quality supplements for special diets
- Interpret menus and dining procedures for each group's needs
- Maintain a clean and orderly dining facility and follow all food safety guidelines
- Contribute to the overall camp/retreat experience as part of the team
- Refrigerate and label all food as soon as possible after meals
- Wash and sanitize all utensils, tableware, serving dishes, pots, pans, etc.
- Clean and sanitize all kitchen and dining areas according to Pennsylvania Department of Agriculture standards
- Assist with maintaining an accurate inventory of food and supplies and keep food storage areas organized
- Perform routine temperature monitoring of refrigerators, freezers, and dishwashers.

The above responsibilities are intended to give an overview of the general responsibilities of members of the staff.  
Further responsibilities and duties may be assigned by the Center Director at any time.

## **QUALIFICATIONS**

Willingness to work in and contribute to a Christian Community.

Agrees to uphold the mission, vision, and core values of the SUSCRM Camp and Retreat Ministry.

Must have some basic knowledge of safe cooking, food service, food preparation or the ability and willingness to learn.

Must at least 18 years of age.

Ability to maintain a courteous and helpful attitude with campers, volunteer staff, and other staff.

Must be able to stand for long periods of time.

Must be able to lift 20 pounds.

Must maintain the following clearances per Pennsylvania state law: PA State Police Criminal History, PA Childline Certification and FBI Criminal History

Must complete the MinistrySafe Safe Sanctuary Training prior to giving direct supervision to any campers or volunteers