

**Red Willow Ministries -- Summer 2019**  
**Assistant Cook Job Description**

**Required Qualifications**

1. Minimum age – 19 years old and completed at least 1 year of college or post high school work experience
2. Dedicated Christian who is willing to share their faith in Christ with others
3. Desire and ability to work with children in an outdoor ministry setting
4. Desire and ability to work in a highly cooperative environment and accept supervision and guidance

**Desired Qualifications**

1. Willingness to experience outdoor living and to teach/learn new skills
2. Imagination, patience, initiative, self-control, adaptability, and a passion for the work of camp

**To Whom Responsible**

1. The Assistant Director in terms of application, employment, and personnel policies and practices
2. The Food Service & Hospitality Manager in terms of training and work assignments, personnel policies and practices, and regular or special work duties

**General Responsibilities**

**All Staff**

1. Possess an attitude and actions which continually reflect that Christ lives within you and that you view your position as an opportunity to be in His service
2. Be a positive Christian influence at all times and provide personal guidance when needed
3. Understand, interpret, follow, and maintain the camp's standards and policies
4. Demonstrate appropriate self-care, attending to your spiritual, emotional, and physical needs appropriately and encourage other staff and campers to do the same
5. Represent the camp and its purpose in a positive manner when you are in public
6. Be responsible for the stewardship of all camp facilities and equipment

**Specific Responsibilities**

1. ***Kitchen***

- a. Prepare and serve breakfast meal
- b. Assist in preparing and/or serving lunch meal
- c. Daily assist in cleaning the kitchen including counters, dishes, putting away left-overs, removing trash, clean storage areas as necessary, sweep & mop kitchen
- d. Daily assist in cleaning dining facilities including tables, chairs, counters and floors, removing trash, sweep & mop dining hall as necessary
- e. Supervise and assist support staff
- f. Assist with weekend coverage if necessary
- g. Attention to details to meet ACA policies for food service standards
- h. Assist with ordering all food, paper products and necessary cleaning supplies. Maintain adequate inventory
- i. Assist in completion of all laundry for retreat center and kitchen

2. ***Other Specific Responsibilities***

- a. Assist in programming such as Day Camps, skits, songs, games, crafts and/or Bible Studies as needed
- b. Work with Site Manager for various work projects as assigned
- c. Assist in weekly clean-up assignments
- d. Take time each day to fill your spiritual needs
- e. Maintain good public relations with the parents of campers
- f. As a team member, assist other staff in any task that will enhance the outdoor ministry of Red Willow Ministries