



DuBOIS CENTER

Illinois South Conference United Church of Christ

Position Description

TITLE:	Cook
CLASSIFICATION:	Part-time, as needed
REPORTS TO:	Food Service Coordinator
HIRING RANGE:	\$10.00 - \$10.50 per hour, depending on experience and qualifications

Growing Together... In Faith, in Respect for Ourselves and Others, and in our Care for Creation

GENERAL INFORMATION: DuBois Center is a ministry of the congregations of the United Church of Christ in Southern Illinois. Church membership is NOT a requirement for employment. Site and program staff work together to plan and implement the overall program and ensure the health and safety of each person involved. We provide facilities, services, programs and leadership that support our mission and strive to provide a "Ministry of Hospitality". All staff members are expected to be collaborative team players, this includes supporting the efforts of volunteers which is a significant piece of our ministry.

PURPOSE: To prepare appealing meals in a safe and sanitary manner, and to oversee and participate in meal preparation, meal service, clean-up and kitchen organization during assigned shifts.

DESIRED QUALIFICATIONS:

- Minimum Age: 18
- Enjoys working with people and possesses a sincere desire to serve others
- Is supportive of our Christian purpose - as stated above
- Has successful experience as a Cook or Assistant Cook for groups of 50 or more
- Has ability to obtain State of Illinois food sanitation certification within two months of employment
- Is able to prepare all menu items for all meals, including homemade bread items
- Has knowledge of standards for food preparation & serving, and general kitchen operation including health standards
- Is able to oversee others and their work in a positive, supportive manner
- Is able to prepare meals for individuals or groups with special needs (*i.e. low fat, gluten free, vegetarian*)
- Is able to make independent decisions
- Is flexible and dependable
- Willing and able to accept direction
- Is physically active and emotionally stable
- Willing and able to work in a "limited smoking" or "non-smoking" environment
- Willing to take a TB test, take the Hepatitis A shot series, and submit to drug testing if requested

JOB SEGMENTS:

- Provide for the health and safety of all campers, guests and staff at all times, including:
 - a) following all health and safety guidelines,
 - b) having a high level of personal hygiene and arriving for work in neat, clean, appropriate attire.
- Arrive at the job site on time (or early) and ready to begin work.
- Oversee and coordinate the work of the Cook Helpers and Kitchen Helpers, ensuring that all tasks are completed in a timely and sanitary manner.
- Upon arrival in kitchen, 1st shift - sanitize all food contact, serving and work surfaces, 2nd shift – sanitize all surfaces that will be used for your work.
- Review and follow menus and recipes indicated by Food Service Coordinator, preparing foods noted.
- Make substitutions or additions to the menu, based on actual number of guests and supply shortages or overages.
- Oversee and participate in meal service, ensuring that all items are ready to be served on time, and that proper temperatures are maintained.
- Estimate needed quantities, based on the number being served and the established guidelines.

MORE ON BACK SIDE

- ❑ Portion meats, vegetables, salads, breads, deserts, etc.
- ❑ Ensure the safe handling of food by all kitchen staff on assigned shift in all stages of preparation, service & storage - including food & supplies for the Rustic Village, snacks & cook-outs.
- ❑ Drive camp vehicles as needed and assigned for food runs to other on-site locations.
- ❑ Oversee & assist with receiving & unpacking food deliveries, and labeling & stocking food.
- ❑ Ensure that approved supervisor is in place before materials are given to “table-setters.”
- ❑ Oversee packing of food for cook-outs and ensure proper food handling practices are used.
- ❑ Pack meat items for cook-outs.
- ❑ Ensure that snacks and gear are prepared, and directions for service are posted.
- ❑ At the end of the meal, deal with all leftovers and ensure they are properly stored and labeled or disposed of appropriately
- ❑ Check the menu for the next meals and work ahead - preparing items for the next shift.
- ❑ Check the menu for the next meals and shifts, and pull items from the freezers as needed.
- ❑ Keep an ongoing list of food and cleaning supplies that need to be ordered.
- ❑ If time allows, check-in food deliveries, label and stock food storage areas.
- ❑ Communicate any “issues” to the Food Service Coordinator in a timely manner.
- ❑ Ensure the food service & clean-up areas of dining hall, kitchen, walk-ins & pantry are clean and tidy.
- ❑ Work as a team to complete all the end of food service day (could be after breakfast, lunch or dinner) organizing and cleaning tasks including sweeping and mopping the kitchen, walk-in and pantry.
- ❑ As time permits, assist with Cook Helper and Kitchen Helper duties.
- ❑ If serving as the solo kitchen staff member (when there are small groups), perform all duties indicated for Kitchen Helper including making beverages, washing dishes, filling the water jugs, etc.
- ❑ Participate in on-going staff training.
- ❑ These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as needed.

NOTE: In a team spirit, before any kitchen staff member leaves for the day, all kitchen cleaning and sanitizing tasks must be completed so the kitchen is ready for the next meal or snack (unless special arrangements have been made for the day).

ESSENTIAL FUNCTIONS:

- Ability to lift at least 30-40 pounds, and unload and move food, supplies, and dishes.
- Ability to properly operate all kitchen equipment safely and efficiently.
- Ability to follow and understand written and oral instructions, including recipes, weights and measurements.
- Ability to assess cleanliness of dishes, food contact surfaces, equipment and kitchen areas.
- Ability to assess condition of food.
- Visual and auditory ability to identify and respond to hazards related to the food service operation.
- Ability to observe staff and guest behavior, assess its appropriateness and enforce health and safety procedures.
- Ability to communicate with and train staff in proper procedures.

HOURS: This is a part-time, as needed position. Hours vary depending on the guest groups using our facilities. During the school year, we often have mid-week and weekend groups. During the summer, we serve meals 6-7 days per week with the average number of hours per week is 16-36 hours per week, unless otherwise agreed upon. Most days there are two shifts. Typical shift times: 6 am to 1:30 or 2:00 pm and 1:00 or 1:30 to 7:30 - 8:30 pm or until all the work is done. Overall, scheduling is somewhat flexible, but all food service staff must be willing and able to work some weekends and evenings.