



## 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:** \$18 per hour

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### 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 Illinois South Conference of the United Church of Christ. Church membership is NOT a requirement for employment. We provide facilities, services, and programs that support our mission and provide a "Ministry of Hospitality."

**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
- Possesses a sincere desire to serve others and is supportive of our Christian purpose
- Experience as a Cook or Assistant Cook for groups of 50 or more
- Ability to obtain State of Illinois food sanitation certification within one month of employment
- Knowledge of health and safety standards for food preparation, serving, and general kitchen operation
- Ability to oversee others and their work in a positive, supportive manner
- Flexible, dependable, and able to accept direction
- Physically active and emotionally stable
- Willing and able to work in a "limited smoking" or "non-smoking" environment

**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.
- Oversee and coordinate the work of Kitchen Helpers
- A solo kitchen staff member (in the case of small groups) performs all duties indicated for Kitchen Helper
- Ensure "beginning of kitchen day" and "end of kitchen day" procedures are completed
- Review and follow menus and recipes indicated by the Food Service Coordinator
- Make substitutions or additions to the menu based on the number of guests, supply shortages or overages, and guest dietary needs (allergies, vegetarian, etc.)
- Oversee and participate in meal preparation and service, ensuring health and safety standards are met - including food and supplies for the Rustic Village, snacks, and cook-outs.
- Check-in food deliveries, label, and stock food storage areas.
- Some duties may be assigned as needed.

**ESSENTIAL FUNCTIONS:**

- Ability to lift at least 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
- Ability to assess the cleanliness of dishes, food contact surfaces, equipment, kitchen areas, and condition of food.
- Ability to identify and respond to hazards related to the food service operation.
- Ability to observe staff/guest behavior, assess appropriateness, and enforce health/safety procedures.

**HOURS:** This is a part-time, as-needed position. Hours vary depending on the guest groups using our facilities. During the spring and fall, we sometimes have mid-week groups and often have weekend groups. During the summer, we serve meals 6-7 days per week, with the average number of hours per week being 20-35 hours unless otherwise agreed upon. Typical shift times: 6:30 or 7:00 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. All food service staff must be willing and able to work some weekends.

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