

## **Cook**

RESPONSIBLE TO: Head Cook/Assist. Head Cook

### **GENERAL RESPONSIBILITIES:**

1. Function as part of the staff team at camp, attending Staff Orientation and helping camp reach its objectives of ministering to the whole person, meeting physical as well as spiritual needs.

### **SPECIFIC RESPONSIBILITIES:**

1. Prepare foods according to the menu and directions of the Head Cook and in accordance with the daily schedule.
2. Use all foods and supplies efficiently in an effort to keep cost and waste at a minimum, reporting any needed supplies to the Head Cook in time to allow for its procurement.
3. Exercise creativity, cleanliness and neatness in preparing and serving all foods.
4. Maintain the cleanliness of the kitchen and its appliances.
5. Give suggestions for changes/improvements to the Kitchen Coordinator.

## **Custodian / Maintenance Assistant**

RESPONSIBLE TO: Maintenance Director

### **GENERAL RESPONSIBILITIES:**

1. Strive to help make the camp's grounds and facilities a testimony to the Lord in terms of cleanliness and safety.
2. Function as part of the staff team at camp, attending Staff Orientation and as many meetings and services as possible, and being available to participate in other activities as your schedule allows, to help the camp program reach its objectives of ministering to the whole person, meeting physical, as well as spiritual needs.

### **SPECIFIC RESPONSIBILITIES:**

#### **Custodial Help:**

1. Clean all restrooms daily according to written procedures, stocking toweling and toilet paper twice a day.
2. Empty the Dining Hall and Kitchen garbage & recyclables after each meal.
3. Clean camp facilities as assigned and scheduled.
4. Open and run the Canteen in the afternoons (guidelines posted).

## **Dish Crew**

RESPONSIBLE TO: Head Cook/Assist. Head Cook

### **GENERAL RESPONSIBILITIES:**

1. Strive to make the camp's dish room facility a testimony to the Lord in terms of cleanliness.
2. Function as part of the staff team at camp by attending Staff Orientation, and as many meetings and services as possible, and being available to participate in other activities as your schedule allows, to help the camp program reach its objectives of ministry to the whole person, meeting physical as well as spiritual needs.

### **SPECIFIC RESPONSIBILITIES:**

1. Set tables before meals according to Head Cook's instruction.
2. Put out necessary clean-up items for camper table clean-up procedure.
3. Wash all dishes following each meal.
4. Clean the dish room after each use; check dishwasher chemical jugs and notify Kitchen Coordinator as needed.
5. Notify the Head Cook of any supplies needed.
6. Assist with closing day clean-up chores in the Dining Hall.

**Program Staff**

RESPONSIBLE TO: Outdoor educator (TIM LAW) (includes but not limited to: archery, air rifles, crafts, tube hills, ski shop)

RESPONSIBILITIES:

1. Oversee the use of camp's activity equipment and facilities in accordance with camp policies. All activity areas should be left clean at the end of each activity period.
2. Communicate and enforce all necessary safety guidelines for the activity.
3. Be available to open your activity area during camper free time each day as directed by the Outdoor Education Director.
4. Notify the Outdoor Education Director of any supplies or repairs that are needed as soon as possible.
5. Be available to help with the camp program in any way needed as directed by the Assistant Program Director.
6. Be responsible for the care, upkeep, repair and inventory of supplies and equipment in your area.
7. Assist with closing day clean-up chores.
8. Attend Staff Orientation and all staff meetings, meals and nightly staff devotionals.
9. Adult volunteers are to check with the staff person assigned on Shut Down before making plans to leave camp.