



Horton Center - Summer Staff

Job Description

The Cook

Supervisors: Summer Director, Executive Director

General Expectations:

- Represent Horton Center in a professional manner consistent with its mission statement
- Assist campers, counselors and deans with any and all needs. Model this attitude for the staff and work to cultivate a staff culture of service and generosity.
- Work closely with other staff members, abiding by the Horton Center Covenant
- Community living assignments (i.e.: keeping living space clean, helping set the dinner table)
- Participate in staff activities and meetings
- Help to build camp morale and encourage the growth of other staff members
- Clean bathrooms, wash dishes, general cleaning, as needed
- Some Camper supervision
- Other duties as assigned

The Cook Duties:

- Follow State regulations and ACA standards in the Horton Center kitchen and help implement and train staff on these regulations and standards.
- Have current Serve Safe Certification or higher
- Maintain state regulations and ACA standards in the kitchen
- Cook for 40-100 campers and staff per week
- Cook meals on weekends for varying numbers (staff and volunteers)
- Maintain a clean and sanitary kitchen with proper food storage
- Plan, order, and cook (or oversee cooking) food for special dietary needs (i.e. vegetarian, allergies, diabetes, etc.)
- Plan Menus with approval of the Director
- With the Director, order food and supplies. Work within budget
- Train and supervise staff on kitchen duties including management of proper food storage, food preparation, sanitation, dietary restrictions and general kitchen management
- Be responsible for monitoring temperatures, including recording temperatures (according to ACA standards)
- Actively work to keep morale high among the staff in and outside the kitchen
- Work with Program staff on stewardship, justice issues and mission program concerning food
- Work with the program staff on the Horton Center vegetable garden

The Mission of Outdoor Ministries in the New Hampshire Conference of the United Church of Christ is to invite all God's children to experience Christian community in the natural world.