

Nebraska Lutheran Outdoor Ministries

Job Description

Position Title: Cook

Date: February 2020

Reports To: Chef & Manager of Food Services

Summary of Responsibilities

The Cook supports the Food Services operations at Carol Joy Holling Center by assisting in the preparation of menu items, helping with setup and breakdown of food stations, and maintains the uppermost in hygienic standards.

General Responsibilities & Expectations

1. Provide year-round food services at and out of Carol Joy Holling Center.
2. Treat all guests—from summer campers to the most distinguished retreat guest groups—with a “We Care About You” mentality, making food something people rave about in describing their experience at the Carol Joy Holling Center.
3. Bring joy and fun to the kitchen, and work in a way that is both productive and enjoyable.
4. Employ sanitary practices which are observable.
5. Maintain the kitchen, storage, and loading dock areas in a way that keeps them looking “brand new.”
6. Help develop food services at the Carol Joy Holling Center to the point others come to “see how NLOM does it!”
7. Participation in a Quality Control Program to be designed and maintained by the Director of Retreat & Conference Operations.

Specific Responsibilities

Meal Preparation & Presentation

1. Follow systems which assure food safety, timely preparation, adequate quantities, and attractive presentation of all meals—maintaining specific attention to appearance of table, buffet, and ambience of the dining spaces.
2. Maintain buffet and tables during serving hours.
3. Ensure proper storage and labeling of all leftovers.

Kitchen, Storage, & Loading Dock Maintenance

1. Maintenance of entire kitchen area in clean, sanitary, orderly fashion including cabinets, counter tops, equipment, and dishwasher areas (with written documentation of equipment and duct cleaning schedules).
2. Maintenance of refrigeration and dishwasher temperature charts.
3. Facilitation of periodic deep cleaning tasks.
4. Promptly inform supervisor of any repair/maintenance needs.

Professional Expectations and Requirements

1. Adhere to the standards and Code of Ethics of the American Camp Association
2. Maintain up-to-date knowledge of and comply with all rules and regulations of the Nebraska Department of Health
3. Maintain the confidentiality of sensitive matters and materials
4. Thorough understanding of NLOM's policies and practices
5. Maintain a current ServSafe certification
6. Subscribe to the Communications Covenant for NLOM staff.

General Work Schedule

1. The specific schedule will be created and posted by the Chef
2. Over the year, this position will average 36 to 40 hours weekly, spread over seven days.

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