



The Salvation Army

KWM Division

JOB DESCRIPTION

TITLE: Head Cook

LOCATION: Three Trails Camp and Retreat Center

JOB CODE: 2

CLASSIFICATION: Exempt Summer Staff Seasonal

DATE: March 12, 2019

REPORTS TO: Marketing and Guest Relations Director & Camp Director

The Salvation Army Mission:

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

Job Objective: Oversee all aspects of food services department, ordering and food/employee safety in the dining hall & kitchen.

Essential Functions:

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of the position. Other job related responsibilities and tasks may be assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

- Develop menus and recipes for food service department.
- Supervise and assist in preparation of all meals according to menus developed.
- Train kitchen and dining room staff in food preparation and presentation.
- Record food used in meal preparation on inventory sheets.
- Prepare leftover food for storage and later use.
- Set up serving line and see that it is supplied with plates, utensils, and food. See that serving line runs smoothly.
- Keep food service areas clean and neat, observing sanitary regulations.
- Supervise the running of pots, pans, and other cooking utensils through the dishwasher.
- Assure that all aspects of Summer Food Service Program documentation, paperwork and policies are being followed.
- Collect and submit required documentation for SFSP.
- Meet with vendors and order food and supplies.
- Oversee Food Services Department and follow all City, County and State Health Department policies and procedures. Assist in passing the mandatory food inspections.
- Be a positive influence on campers, leading by example.
- Be aware of and follow all Three Trails Camp policies and procedures.

- Be in attendance at all staff and camp meetings.
- Carry out assignments given for camp registration.
- Other duties as assigned

Minimum Qualifications:

Education: High School or GED Diploma preferred. Culinary Arts schooling preferred.

Experience: Experience in mass feeding, food ordering and food safety.

Certifications/Licenses: State issued drivers license preferred. Must have or obtain Independence MO, Health Department Food Service Certificate or certification from approved city or program. May be required to obtain Food Managers Certification.

Skills/Abilities: Ability to work independently, open/close the kitchen and work on a set schedule. Ability to work in extreme temperatures both hot and cold.

Supervisory Responsibility: This position does have authority to assign and check work of other employees. This position may recommend employment status changes to a supervisor, but not make disciplinary decisions and will not formally evaluate performance of other employees. Supervises all food service staff and volunteers and Candy Shop Manager

Safe from Harm Level: 3 Camp Training

Blood borne Pathogen Level: 3

Physical Requirements:

Speaking, hearing and vision ability, and excellent manual dexterity to be able to perform food prep duties. Lifting, pulling and pushing of materials up to 25 pounds to be able to perform stocking and food prep. Requires bending, squatting and walking. Standing up to 6-8 hours per day.

Travel: Travel to the grocery store for food pickups 1-3 times per week.

Driving: Must possess a valid driver's license from the state in which you reside. Must be approved and maintain approval through The Salvation Army Fleet Safety Program to drive either a Salvation Army or personal vehicle on Salvation Army business.

Working Conditions: Work is performed in the camp commercial kitchen and does include week days and weekends based on the summer camp and divisional schedule.

All employees recognize that The Salvation Army is a church and agree that they will do nothing as an employee of The Salvation Army to undermine its religious mission.

Your signature below indicates that you have read and understand the job description and agree to perform the duties as assigned.

Employee Signature

Date