



camp akita | a first community ministry

JOB DESCRIPTION

JOB TITLE: Camp Akita Head Cook/Food Services Coordinator
FLSA STATUS: Exempt
HOURS: Full-time
LOCATION: Camp Akita, 29746 Logan-Hornsmill Rd, Logan, OH 43138

JOB SUMMARY

The Head Cook is responsible for all meal planning and preparing, ordering and inventory, cleanliness and organization of the kitchen, and compliance with all state and local health standards. This position is also responsible for supervising other kitchen staff workers, ensuring all staff are adhering to safety standards and following appropriate directions in food preparation and clean-up.

ESSENTIAL FUNCTIONS

- Prepare and plan menus for summer camp sessions and rental guests based on preferences, requests, food allergy and dietary restrictions, and budget considerations
- Coordinate details of dining facility use and menu selection with rental group leaders
- Prepare, cook, and plate meals to resident campers and rental guests
- Ensure that all food safety procedures are followed by kitchen staff during preparation and cooking operations
- Monitor inventory levels of food supplies and ingredients, and order new items, as needed
- Order, schedule, and receive food and beverage deliveries, checking delivery contents to verify product quality and quantity
- Train, schedule, and supervise other kitchen staff members, including food preparation workers and dishwashers
- Ensure all staff is maintaining a clean, safe, and sanitized kitchen per ServSafe specification
- Ensure compliance with local and state standards for Health Department licensing
- Maintain current ServSafe certification and Ohio Dept. of Health Food Manager certification

MINIMUM QUALIFICATIONS

- Must be at least 25 years of age
- High school education or equivalent.
- Previous experience working in a kitchen and/or food industry required
- Ability to operate equipment associated with essential functions
- Problem solving and conflict resolution skills
- Ability to assess and clearly communicate information with kitchen assistants, site staff, campers, parents, and rental guests
- Ability to work effectively in a team context, contributing to team process
- Current SERV Safe Manager Certification
- Ability to lift up to 50 lbs
- Must comply with First Community Church policies regarding vaccinations, including COVID-19 vaccines, prevention, and care. Policies may include receiving a full dose of the COVID-19 vaccine prior to beginning employment.



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PHYSICAL REQUIREMENTS

- Regularly move from sitting to standing positions effortlessly
- Regularly work on repetitive tasks
- Regularly use hands and fingers to handle, control, or feel objects
- Regularly hold the arm and hand in one position or hold the hand steady while moving the arm
- Regularly see details of objects that are less than a few feet away
- Regularly speak clearly so listeners can understand
- Regularly understand the speech of another person
- Frequently bend to file and maintain files
- Occasionally lift 25 pounds

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