



**PORTAGE
LAKE** BIBLE
CAMP

Second Cook Job Description

Position Summary:

Second Cook team members play a vital role in our mission of "Every life impacted for Christ." Second Cooks are responsible for direct food preparation and services that directly impact on our guest experiences. All summer kitchen positions are split into two shifts throughout the summer. Shift assignments will be discussed and decided during staff training.

General Qualifications:

- At least 18 years of age
- Has a personal relationship with the Lord and basic Biblical understanding
- Desire to pursue personal growth
- Can be a positive Christian role model with a servant attitude
- Must work well on a team and have both the ability/willingness to serve in other areas as needed.
- Commitment to live and act in accordance with Portage Lake Bible Camp and the Evangelical Covenant Church beliefs and values while employed.
- Eagerness to live in a rustic, unplugged setting.
- Must have a positive attitude and teachable spirit.
- Must be dependable, able to arrive at work on time, and be willing to know/keep a schedule.

Duties and Responsibilities (Include, but are not limited to):

- All kitchen positions report to Food Service Director. Also reports to Kitchen Manager and/or Kitchen Lead.
- Meal preparation. This may include, but is not limited to, preparation of prepared food items, chopping fruits/vegetables, baking, and following instructions from the Kitchen Manager or Kitchen Lead for specific tasks. Service tasks during mealtimes might include restocking food items on the buffet lines and cold bars as needed.
- Some food service experience preferred.
- Must be able to receive and follow specific instructions.
- Keeping the food preparation areas clean and in good repair.
- Weekly deep clean of the kitchen and dining hall areas after each session of camp has ended. Might also be required to assist in other locations as needed to ensure camp is ready for next group. A major deep cleaning of the kitchen and dining hall will happen during staff training and after summer camp has ended before being dismissed to staff party.
- Operating the dishwasher and putting away all cleaned, sanitized, and air-dried kitchenware.
- May be required to assist in restocking food items after deliveries.