

## JOB DESCRIPTION FOR COOK'S ASSISTANT

1. Arrive no later than 8 a.m. the day your camp starts. (Adult Counselors, Special Activity Directors, Chiefs, Cooks). Jr Staff and CIT's will train the week before the camp season begins. Everyone must attend the Staff Meeting with the Chief at 2 p.m. on Day 1.
2. Do not pursue romantic relationships during camp as these will distract from our purpose and inhibit the team's effectiveness.
3. To help avoid confusion or misunderstandings, girls minister to girls and guys minister to guys
4. Must be at least 16 years of age or older.
5. Attend (if you are 16-17 years of age) the three-day staff training in June. If you are 18 or older you must attend the required staff training the first day of camp as well as complete online/in person courses in First Aid and Mandatory Child Abuse Reporting.
6. Submit to a background check. (Age 18 and older)
7. Use your cell phone on Airplane mode only.
8. Arrive no later than 2 hours before the meals you will help with.
9. Faithfully pray for all aspects of Tepee Bible Camp and for the times you will be in charge.
10. Manifest a Christ-like attitude and behavior at all times.
11. Strictly adhere to the Statement of Faith.
12. Prayerfully prepare and be well grounded in the Word of God before coming to camp.
13. Dress appropriately – no short shorts (must have at least a 5 in. inseam), no short skirts, midriffs, halter tops, shirts with spaghetti straps.
14. Use your cell phone on Airplane mode only.
15. If staying overnight: Bring a sleeping bag, pillow, toiletries, towel, wash cloth, Bible, flashlight, insect repellent, sun screen, jacket or sweatshirt, long pants, a hat, water bottle, sturdy shoes, and ample clothing for the week.
16. Watch your example: your language, dress, how your time is spent, and especially your attitude. Do not complain in front of the campers and do not say anything unkind or derogatory about anyone.
17. Always deal with discipline problems regarding staff or campers with another adult present. (Praying before disciplining is very helpful.)
18. Arrive by Noon on opening day.
19. Attend the staff meeting at noon on opening day.
20. Clean your quarters when camp is over.

### ASSIST THE COOK WITH THE FOLLOWING:

1. Have meals prepared on time according to the camp schedule.
2. Follow the prepared menu. Substitutions may be made with the director's permission and are to be noted on the menu posted in the kitchen.
3. Fill out the meal count sheet in the 3-ring binder after each meal. (\*)
4. Pack all of the food for the cook-out and the hike. (\*)
5. Ring, or ask someone to ring the bell to announce that the meals are ready to be served. (\*)
6. Clean the kitchen and dining room thoroughly after each meal. (\*) Follow the close down instructions on the corkboard in the kitchen before you leave on the last day of camp. (\*)
7. After each meal, wipe down with disinfectant all tables, benches, napkin holders (refill as needed), salt and pepper shakers, door knob on exterior door of dining room (north door), dish cabinet doors and hand holds, light switch plates.
8. Sweep entire dining room floor after each meal – this means move everything off the floor except for book cases and cabinets.
9. After Breakfast and Lunch spot mop any areas where spills have been or that are muddy on the dining room floor.
10. After Supper completely mop the dining room.
11. The kitchen floor must be swept and mopped after each meal.
12. The kitchen sinks must be cleaned after each meal.
13. The kitchen bathroom must be cleaned and swept and mopped every evening.
14. The kitchen light switch plates and the phone, door knobs, refrigeration unit doors, freezer doors, must be wiped down with disinfectant every evening.
15. Supervise the serving of the meal.

16. Give clear instructions about dish washing, drying and where to put clean items to the counselor of each tepee so they can properly supervise the dish cleaning detail.

I recognize that this is an unpaid volunteer position. (However, you may send out letters to friends and relatives to supplement your income during the time you are volunteering- **see Director for a sample ministry support letter**).

I further recognize Tepee Bible Camp will undertake the expenses of my room and board while at camp. They will help me adjust to my responsibilities, acquaint me with the camp's goals and philosophies, as well as any State regulations and health and safety training my position requires. They will also supervise me in any way that seems advisable, pray for and support me with God's love, and provide a copy of this job description and agreement.

I have read, understand and agree to carry out the responsibilities listed above to the best of my ability.

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SIGNATURE OF STAFF APPLICANT

DATE

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SIGNATURE OF CAMP DIRECTOR

DATE

For the Director:

This staff applicant attended and completed staff training on \_\_\_\_\_ (Date)

