

JOB DESCRIPTION FOR COOK

Items with an * can be assigned to Cook's assistants and Jr. Staff serving in the kitchen.

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. Prayerfully prepare and be well grounded in the Word of God before coming to camp.
3. Do not pursue romantic relationships during camp as these will distract from our purpose and inhibit the team's effectiveness.
 4. To help avoid confusion or misunderstandings, girls minister to girls and guys minister to guys.
5. Must be 18 years of age or older and have some experience in serving groups of 40 or more people.
6. Submit to a background check.
7. Use your cell phone on Airplane mode only.
8. Faithfully pray for all aspects of Tepee Bible Camp and for the times you will be in charge.
9. Manifest a Christ-like attitude and behavior at all times.
10. Strictly adhere to the Statement of Faith.
11. Prayerfully prepare and be well grounded in the Word of God before coming to camp.
12. Bring a sleeping bag, pillow, toiletries, towel, wash cloth, Bible, Pen, small notebook, flashlight, insect repellent, sun screen, jacket or sweat shirt, and ample clothing for the week.
13. Dress appropriately - no short shorts (must have a 5 inch inseam), no short skirts, midriffs, halter tops, shirts with spaghetti straps.
14. 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. Take your complaints to the Directors.
15. Use your cell phone on Airplane mode only.
16. Always deal with discipline problems regarding staff or campers with another adult present. (Praying before disciplining is very helpful.)
17. Have meals prepared on time according to the camp schedule.
18. 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.
19. Fill out the meal count sheet in the 3-ring binder after each meal. (*)
20. Pack all of the food for the cook-out and the hike. (*)
21. Ring, or ask someone to ring the bell to announce that the meals are ready to be served. (*)
22. Arrive by 8 a.m. opening day.
23. Attend the 8 a.m. staff training on opening day.
24. *Clean the kitchen and dining room thoroughly after each meal. This includes the following:
 - a. wipe down all burners and drip pans after each meal.
 - b. wipe down the stove top and griddle border pieces, the oven doors, the back splash and warming shelf after each meal.
 - c. The counter tops, prep areas, prep sink area and cutting boards that were used must be disinfected after each meal.
25. *Follow the close down instructions on the corkboard in the kitchen before you leave at the end of camp.
26. Supervise the serving of the meal.
27. 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.
28. Clean your quarters when camp is over.

Note: Feel free to assign part or all of the tasks marked with an asterisk () to any kitchen help staff member you judge able to handle it. If a task has to do with cleaning, please closely supervise any junior staff you assign to that task- go back and check their work before releasing them to go to their next assigned job or break time.

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**).

(Continue on back)

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.

SIGNATURE OF STAFF APPLICANT

DATE

SIGNATURE OF CAMP DIRECTOR

DATE

