



TITLE: Summer Camp Cook

CLASSIFICATION: Seasonal / Part-Time / Non-Exempt

POSTED: May 1, 2025

PURPOSE:

To assist the Food Service Manager with Summer Camp food service operations by preparing and serving meals daily to groups of 50 to 200 campers and staff during the summer camp season, while maintaining a safe, clean, and organized kitchen environment.

QUALIFICATIONS:

- Committed to Camp Hanover's mission and comfortable participating in the Camp Hanover community.
- Be of good character, able to exercise sound and sober judgment in a Christian environment.
- Have a heart for service, love for food, and the ability to relate graciously with children, youth, and adults.
- Able to work independently and collaboratively in a team-oriented environment.
- Self-motivated and able to initiate tasks and complete duties with minimal supervision.
- Minimum 21 years of age.
- Have ServSafe Food Safety Certification or the ability to become certified.
- Knowledge of federal, state, and local laws concerning food service operations.
- Have previous experience in the food service industry, preferably in a Camp, school, or institutional environment.
- Have ability to prepare and serve delicious, nutritious meals for large groups of people in a timely manner.
- Knowledgeable about food allergies and special dietary needs including gluten-free, vegetarian, and vegan diets.
- Have experience and ability to safely and properly operate commercial kitchen equipment.
- Ability to lift and maneuver up to 50lbs.
- Ability to stand for prolonged periods of time, bend, stoop and walk over uneven ground.

SPECIFIC RESPONSIBILITIES (Including but not limited to the following):

- **MENU PLANNING:** Collaborate with the Food Service Manager to develop weekly menus that meet the dietary needs and preferences of campers and staff, while adhering to any specific dietary restrictions or allergies.
- **PREPARATION:** Prepare meals according to menu and established recipes, portion sizes, and food safety standards.
- **SERVING:** Serve meals in a timely and organized manner, ensuring all campers and staff are well-fed and satisfied.
- **CLEANING:** Maintain cleanliness and organization of the kitchen, food storage areas, and indoor and outdoor dining areas, including regular cleaning of equipment, utensils, and workspaces. Adhere to proper sanitation and hygiene practices to ensure food safety. Tasks may include but are not limited to washing dishes, sweeping, mopping, emptying of trash receptacles, wiping down of tables and other surfaces.
- **INVENTORY:** Assist in monitoring and managing food inventory, ensuring an adequate supply of ingredients and supplies for daily operations. Notify the Food Service Manager of any shortages, needed replenishments, or equipment in need of replacement or repair in a timely manner.
- **DIETARY ACCOMMODATIONS:** Be aware of and accommodate campers, staff and guests with food allergies, special dietary needs and restrictions, such as vegetarian, vegan, gluten-free, or lactose-free options, by providing suitable alternatives at mealtimes.
- **ALLERGY AWARE:** Carefully read all ingredients and product labels, and utilize methods to protect against cross-contamination, to ensure campers and staff are not served items that could trigger allergic reactions.
- **COLLABORATION:** Work closely with the Food Service Manager and other kitchen staff to maintain a positive and efficient work environment. Collaborate on special events, such as theme nights or cookouts, to enhance the dining experience.
- **HEALTH AND SAFETY:** Adhere to all health and safety regulations, including proper food handling, storage, and preparation.
- **CAMP ENVIRONMENT:** Comply with Camp policies and procedures, maintaining a safe and welcoming environment for all.

OTHER RESPONSIBILITIES (Including but not limited to the following):

- Attend and participate in Camp Hanover Staff Meetings as requested.
- Other duties related to the position as assigned or as dictated by Camp Hanover's needs

RELATIONSHIPS:

- Reports to and works at the direction of the Food Service Manager
- Supervises Kitchen Assistants and Dishwashers during assigned shifts in the absence of Food Service Manager
- Serves as part of the camp staff team alongside other staff and volunteers

ACCOUNTABILITY:

The Summer Camp Cook is accountable to the Food Service Manager as their immediate supervisor, and ultimately to the Executive Director as a Camp Hanover employee.

SCHEDULE:

This is a part-time position with the expectation of 24 to 30 hours per week. The typical work week will be:

- Sundays, Mondays, Tuesday, Thursdays, Fridays: 3:00pm to 7:00pm
- Wednesdays: 6:30am to 10:30am

The specific schedule may vary based on the enrollment levels of camp programs, and in coordination with the Food Service Manager and/or the Executive Director.

COMPENSATION:

- \$15 per hour

TERM:

This is a seasonal position. The start date is **June 1, 2025**. The end date is **August 2, 2025**.

ADDITIONAL OPPORTUNITIES:

There are additional shifts throughout August (dates and times will be determined after the season begins) which may be added to the term of employment after discussion with the Food Service Manager.

Upon completion of a successful season, there are opportunities throughout the year for temporary and/or occasional shifts preparing and serving meals for retreats, programs, and other events occurring at Camp Hanover.

APPLICATION PROCESS:

Applicants are encouraged to apply by emailing careers@camphanover.org and expressing their interest in the position. Please include a summary of your food service experience in your email. The Food Service Manager will contact applicants to arrange for an in-person interview. Applicants will need to complete an employment application, supply three references, and undergo a background screening. Applications will be accepted, and interviews will be conducted on a rolling basis until the position is filled.

Camp Hanover is committed to being an Equal Employment Opportunity Employer, not only as defined by the U.S. government, but also to include gender identity and sexual orientation. Candidates from Communities of Color, or with fluency in languages other than English, are encouraged to apply.

More information about Camp Hanover can be found on our website at www.camphanover.org