Job Description

Retreat Cook

Metigoshe Ministries

Classification:	Permanent, Full-Time, Non-Exempt
Hours:	Regular business hours unless determined otherwise by programming needs
Supervisor:	*Retreat Director*
Supervises:	Part-time Assistant Cook
Supervisory Responsibilities:	Training and developing, scheduling, directing, and assisting in hiring.
Benefits:	Fully benefited.

The purpose of the Retreat Cook is to serve as part of the hospitality team that welcomes guests through hearty and healthy meals and refreshments.

Essential Job Functions:

1. Meal and other food preparation: (55%)
   - Cooks hearty and healthy meals for retreat guests to help ensure they have a good experience at Metigoshe Ministries, using cooking equipment, recipes, cooking skills, and menu requirements.
   - Plans menus based on the dietary needs and numbers of guests to ensure that meals provided are hearty and healthy, using planning skills, organizational skills, communication skills, input from the Retreat Director, and input from retreat guests.

2. Maintenance of food supplies: (5%)
   - Orders and purchases food in order to ensure adequate supplies of food for the preparation of hearty and healthy meals. etc., using budget resources, established menus, the Equal Exchange website, the Food Safety App (FSA), and planning skills.

3. Maintenance of kitchen and dining room: (20%)
   - Organizes and cleans the kitchen and dining room to maintain a safe environment for serving and consuming food and to make it easy for others to find needed items, using cleaning equipment and supplies, organizational skills, and best practices for cleaning food facilities as required for the American Camping Association and Department of Health.

4. Supervising assistant retreat cook (10%)
   - Schedules, approves and forwards assistant cook's timecard to Financial Secretary.
   - Conduct Assistant Retreat Cook annual review and goal setting.
   - Consistently provide for subordinates supervisory needs year-round using planning skills, communication skills, and organizational skills.

5. Training camp cooks: (7%)
- Trains Bible camp cooks on camp cooking procedures and policies, cleaning techniques, menu planning, and supplies ordering to equip them to prepare meals, etc. for guests, using camp cooking procedures and policies, communications skills, organizational skills, planning skills, interpersonal skills, cooking equipment, menus and notes from previous summers, cleaning techniques, supplies ordering procedures, and best practices for training employees.

6. Creating cookbooks: (3%)
- Creates and maintains cookbooks to have an inventory of recipes that are appropriate for large groups of guests and their dietary needs and preferences, using organizational skills, communication skills, writing skills, and planning skills.

Performs other duties as assigned or needed.

Other tasks common to all employees:
- ***Welcome and assist all guests with Christian grace and peace.***
- Commitment to life-long learning, including Scripture, theology, and youth & family ministry.
- Connect with supervisor regularly including a yearly goal-setting conversation and an annual review.
- Create healthy boundaries with all people, youth and adults, involved in programming through Metigoshe Ministries.
- Other responsibilities and duties as needed.

Qualifications (Education and Experience):
- High school diploma or equivalent
- Six to 12 months' experience
- Knowledge of dietary restrictions and preferences
- Cooking skills for large groups
- Cleaning skills
- Intermediate reading skills
- Time management skills
- Intermediate oral and written communications
- Strong interpersonal skills
- High-level decision-making skills
- High-level planning skills
- High-level organizational skills
- High-level hospitality skills
- Training skills
- Intermediate math skills

Physical Requirements:
- Significant lifting, including 50-pound bags of flour and sugar, #10 cans. (5%)
- Walking (70%)
- Standing (20%)
- Pushing (1%)

- Sitting (4%).

Equipment Used/Work Environment:

- Cooking, cleaning and other food equipment (oven, stove, freezer, regular and commercial mixers, commercial dishwasher)

Working conditions:

- Elevated heat (10%).
- Elevated noise (20%).

Travel:

- Attend Food Show.