



**Job Title: Cook**  
**Status: Part-time, Non-exempt**

**Department: Food Service**  
**Reports to: Food Service Manager**

**Position Summary:** The Cook helps provide meals for Skycroft camp and retreat guests by leading a shift team to prepare, cook and serve delicious food with excellent service.

**General Purpose:** To provide delicious meals and excellent service, allowing retreat guests to enjoy greater fellowship with God and one another around the table.

**Job Responsibilities:**

- Efficiently prepare food in a high volume kitchen ensuring food quality and timeliness
- Operate a variety of kitchen utensils and equipment including blenders, mixers, food slicers, steamers, food processors, convection ovens, range and tilt skillets
- Monitor and record food temperatures prior to meal service
- Direct other food service employees through their daily routines in the absence of the Food Service Manager
- Interact with retreat guests to ensure an excellent guest experience
- Oversee and maintain the sanitation and cleanliness of all food service areas including cleaning of pots and pans, equipment, floors, walk-in coolers and freezers, discarding trash, etc.
- Ensures inventory deliveries are processed properly and rotated first in, first out (FIFO)
- Maintain understanding and adhere to all county, state and federal health and safety standards and industry best practices
- Foster a workplace culture that promotes teamwork, quality, service and Christian values

**Essential Qualifications:**

- Has a relationship with Jesus Christ as Lord and Savior
- 2+ years of food service/cooking experience, including experience feeding large groups of 200+ people
- Certified in sanitation and proper food handling (e.g. ServSafe Certification)
- Strong management and interpersonal skills
- Service-oriented with hospitality focus
- Ability to resolve conflict in a positive and professional manner
- Ability to regularly lift up to 50 pounds daily
- Weekend availability required

**Reporting to this Position:** kitchen staff and dining hall attendants; team of 4-8 people per shift

**Physical Demands:** While performing the duties of this job, the employee must be able to physically lift up to 50 pounds and will be required to stand and walk for long periods of time; use hands; reach with hands and arms; stoop; kneel; crouch; handle cold or hot items; handle sharp objects; and talk, see and hear.

**Work Environment:** While performing the duties of this job, the employee works regularly indoors and may work under extreme variations in temperature. The employee may work with or

around commercial food preparation or cleaning equipment. The employee may occasionally work with toxic or caustic chemicals such as cleaning sprays. The noise level ranges from quiet to loud.

**General sign-off:** This employee is expected to adhere to all company policies of Skycroft Conference Center and the Baptist Convention of Maryland/Delaware

I have read and understand this explanation and job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_