



...a Premiere Christian Camp and Retreat Center

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Summer Staff Cookout/Snack Staff

revised August 8, 2004

TITLE:

The title shall be COOKOUT/SNACKS STAFF.

QUALIFICATIONS

EDUCATION AND EXPERIENCE: Minimum of 16 years old. Experience in food handling and sanitation and dealing with the public are very helpful. Organization and priority setting skills are crucial.

CONVICTIONS: Must have Christian convictions in keeping with the doctrines and policies of the Christian faith and the United Methodist Church.

SCOPE AND IMPACT OF DUTIES:

The cookout person functions independently, yet in full cooperation with the kitchen staff. Organizational and time management skills are very important in this position. Your job is to fill the cookout and snack requests in an efficient manner in consultation with the Food Service Supervisor. This requires you to work closely with deans, counselors, site staff, and campers during the course of your duties and has an important role in making their camp experience a successful one. Cookouts are a group-building activity important to program implementation. Your attitude can set the tone for this experience. This attitude should include sharing, joy, regard for others and their needs, and a respect for the stewardship of food. The cookout person can have a tremendous impact on values and attitudes of all persons through his/her relationship with fellow employees, campers, deans, counselors, and guests. Since you come in contact with all these persons, it is important that your actions and attitudes are consistent with the principles of Christian love, concern for persons, and stewardship of resources. Your attitude is of utmost importance in your relationships - patience, concern, compassion, fairness and love are prerequisites.

PRINCIPLES OF EMPLOYMENT:

Jumonville's Summer Staff Personnel Policies shall pertain to this position.

LINE OF AUTHORITY:

This position works under the supervision of the Food Service Supervisor and the Assistant Food Service Supervisor.

SPECIFIC DUTIES:

This description of duties is not intended to limit activity but, rather, to define areas of responsibility. It is expected that as situations arise calling for action, they will be handled expeditiously.

1. Meeting with deans and staff to explain procedures and to receive the cookout and snack menus.
2. Prepare supplies for cookouts and snacks. This involves responsibility for using and adhering to the cookout and snack menu guides prepared by CRM.
3. Assuring that foodstuff, utensils, paper products (plates, bowls, cups, napkins, etc.) are stacked and ready for use. Coolers should be packed with ice in zip lock bags.
4. Gathering, organizing, and making arrangements to deliver snacks and cookout supplies.
5. Work through the Food Service Supervisor to coordinate ordering supplies and food.
6. Keep a count of the numbers cooking out for each meal and give that number to the Food Service Supervisor and the Dining Room Hostess/Host.
7. Assisting with other kitchen jobs when cookouts are limited or non-existent.
8. Working in Snack Shop or any other area as directed and needed.
9. Any other duties as may be specified by the President and his/her designee.