

# CAMP OCCOHANNOCK

on the bay

9403 Camp Lane Belle Haven, VA 23306  
757-442-7836 [www.ootbay.org](http://www.ootbay.org)

## Summer Camp Cook Job Description

**Reports to:** Camp Director

**Dates of Employment:** June 4 - August 9  
6:30a.m. - 2p.m. or 1p.m. - 7p.m. shifts

**Position Purpose:** They will work to provide quality meals and hospitality through summer camp season. *(There is opportunity for off-season retreat group employment too)*

### Minimum Qualifications

- Must be 21+ years of age.
- Ability to accept supervision & guidance, be of good character and integrity
- Desire to serve God & share God in a Christian environment.
- Adaptability, enthusiasm, sense of humor, patience and self control.
- Ability to think quickly and work collaboratively with a team.
- Be able to lift up to 50lbs and stand for periods of time.
- Eye-hand coordination.

### Essential Job Functions

1. *Create and maintain a safe and healthy kitchen for the preparation of foods for staff and campers.*
  - Follow food safety guidelines to ensure meals are safe for all guests.
  - Work with Kitchen Assistant to ensure proper food handling, serving and clean up.
  - Maintain a clean kitchen work space and food preparation and serving areas.
2. *Work in collaboration with Camp Director to create and review meal plans and ordering supplies.*
  - Keep track of food supplies and equipment needed and communicate with Camp Director.
3. *Provide leadership, collaboration and cooperation.*
  - Ensure that there is adequate communication with Program Coordinator, Camp Director, Cook and Kitchen Assistant on needs and expectations for carrying out meals and activities.

### Compensation

- Hourly Salary, negotiable, based on experience.
  - (Work shifts either: 6:30a.m. - 2p.m. or 1p.m. - 7p.m.)
- On-Site Housing an option, if needed, during Summer Season (June 3-August 9)