



Position Title: Summer Cook
Classification: Summer Position
Reports To: Executive Director
Direct Reports: Flex Crew
Key Relationships: Summer Camp Director, Maintenance Director

Position Summary

The Summer Cook plays an essential role at Geneva Hills, providing nutritious, timely, and high-quality meals that keep campers and staff energized for all the fun and ministry of camp life. Working directly with the Executive Director, the cook is responsible for preparing meals, following menus and schedules, storing leftovers properly, and maintaining high standards of cleanliness and food safety. This role also includes coordinating pre-meal duties with Flex Crew members and overseeing the cleaning and upkeep of all kitchen equipment. Beyond the kitchen, the Summer Cook helps create a welcoming dining experience that fosters community and supports the mission of connecting campers to Christ.

Key Job Functions

- Prepare and serve nutritious, appetizing meals using various cooking methods.
- Assist with weekly menu planning, including accommodating special dietary needs.
- Follow and help manage schedules, portioning, presentation standards, and food storage protocols.
- Monitor inventory levels, assist with ordering, and ensure proper stock rotation.
- Maintain rigorous kitchen cleanliness and adherence to safety guidelines.
- Sanitize work areas and equipment throughout the day.
- Coordinate and assist Flex Crew members with pre-meal prep duties.
- Assist in planning themed meals or special event menus.
- Adapt recipes or meal plans in response to supply changes or dietary needs.

Other Duties

- Be an innovative problem solver seeking to improve the camp offerings of Geneva Hills
- A part time staff member in a small organization like Geneva Hills is often called upon to perform a wide variety of duties. This may include many of the following duties (not an exhaustive list):
 - Assisting with maintenance duties like repairs, construction, landscaping, and lawn care.
 - Assisting with kitchen duties like dishwashing and food preparations

Experience and Qualification Requirements

- Affirms as true the Geneva Hills Statement of Faith.
- Has a sincere love for Jesus that shows in a consistent and evident walk with Christ.
- Committed to the mission and ministry philosophy of Geneva Hills.
- Communicates clearly both orally and in writing.
- Must be at least 18 years of age with a minimum of 2 years experience
- Preference given to applicants with a lifeguarding certification or those willing to be certified.

Working Conditions and Physical Requirements

- Must be able to lift, bend, and twist.
- Ability to push and pull loads.
- Must be able to lift frequently up to 35 lbs.; occasionally 35-100 lbs. with assistance
- Good hand-eye coordination.
- Auditory ability to hear and understand conversational levels of sound in an ordinary office environment.

The above statements are intended to describe the general nature, types of work performed, and qualifications required of employees assigned to this position. They are not intended or should be taken as an exhaustive list of responsibilities, duties, and requirements of personnel so classified. All indicated qualifications, duties and functions are essential job functions for purposes of the Americans with Disabilities Act (ADA).