



# ALPINE CAMP AND CONFERENCE CENTER

**COOK**  
**1/1/2012**  
**PART-TIME**

## **PURPOSE**

Present a superior food quality, quantity, variety, and service experience to each guest, thereby fulfilling Alpine's mission in providing a Mountain Top Encounter with Jesus Christ.

## **ACCOUNTABILITY RELATIONSHIPS**

Reports to Food Service Manager and works closely with the Head Cook, Cooks, Baker, Prep cook, Dining Room Hosts, Utility and various other staff members as needed.

## **GENERAL QUALIFICATIONS**

- Must demonstrate a strong, maturing faith in Jesus Christ as Savior and Lord; the ability to confidently articulate that faith; and a willingness to serve the Church of Jesus Christ in a Christian camping environment.
- Must demonstrate and articulate an active interest, support, and belief in the major tenets of Evangelical Christianity and the Evangelical Covenant Church in particular.
- Must demonstrate speech and behavior consistently aligned with the Covenant Affirmations; along with Alpine's Identity Statements, Character Guide and Peacemaker's Pledge.
- Proven ability to work collaboratively with others, consistently putting the defined results of the team before personal preferences and desires.
- Demonstrated initiative, follow-through and ability to achieve agreed upon, timely results; evidencing healthy flexibility and self/time management.
- Able to productively work in an environment with frequent interruptions and occasional chaos.
- Proven willingness to follow directions of direct supervisor or his/her designee.
- Possessing the physical, mental, psychological and spiritual capacities to perform the duties, responsibilities and essential functions as outlined in written mutually agreed upon job descriptions and standards of performance.

## **SPECIFIC QUALIFICATIONS**

- Possesses a current San Bernardino County Food Handlers card.
- Must be knowledgeable in Food Service math competency.

## **GENERAL RESPONSIBILITIES**

- Proactively participate in assigned (staff/management team) meetings, activities and outcomes.
- Intentionally contribute to a healthy organizational culture aligned with Alpine's Identity Standards, Character Guide, Peacemaker's Pledge, etc.
- Proactively engage in increasingly effective two-way communication (sharing information, resources and feedback) within your department and, as needed, with all relevant departments regarding actions and resources required to achieve determined results.
- Comply with all policies and practices as outlined in Alpine's Personnel Policy Handbook and other handbooks and manuals relevant to this position.
- Commit to Alpine's Relational Covenant guidelines.
- Other duties as assigned by Alpine's executive leadership.

## **SPECIFIC RESPONSIBILITIES**

- Creative use of leftover reconstitution
- Uses Decision-Making Guidelines
- Uses high quality ingredients, measuring accurately, adjusting recipes when needed
- Operates all kitchen equipment correctly, insuring that they all work properly
- Taste tests and evaluates foods before serving to make sure standards are met
- Keeps kitchen and food storage areas clean and sanitized according to Health Department Standards
- Responsible for the proper opening and closing of all kitchen areas
- Garnishes food in an appealing manner
- Provides timely service and quality meals to all guests served
- Responsible to train other staff members in food preparation and handling
- Provide healthy choices using fresh, seasonal fruits and vegetables
- Production of meals as assigned

## **GENERAL ESSENTIAL FUNCTIONS**

- Able to arrive consistently on time and prepared to work.
- Capable of ascending and descending stairs and ladders
- Capable of lifting and carrying up to 50 pounds
- Possesses a valid California driver's license and a clean driving record or an Identification Card.
- Able to sit, stand and/or work in varied conditions for extended periods of time as needed.
- Able to clearly speak to and hear others both in person and through varied electronic communication devices.

## **SPECIFIC ESSENTIAL FUNCTIONS**

- Work in cooperation with other Staff Members with a willingness to assist in other departments
- Actively demonstrates and implements quality service to Alpine's guests
- Understands hours worked will be flexible and will require some early mornings as well as nights and weekends
- Actively demonstrates and implements Alpine's Food Service Standards
- Takes an active role in anticipating the needs of the guests and providing for them
- Consults with the Food Service Manager as concerns arise
- Other duties as assigned by the Food Service Manager

Signatures:

I \_\_\_\_\_ have read and received a copy of my Job Description.  
(Print Name)

I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date Reviewed with Supervisor

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date Reviewed with Employee