

COOKOUTS SPECIALIST – JOB DESCRIPTION

The Cookouts Specialist (CS) is responsible for most meals outside of the Dining Hall including all campout meals, snacks parties, song & smores, and pack out meals that groups take off property. The Cookouts Specialist works with all areas of camp including campers, FGLS, support staff, logistics, schedules, meal prep, cleaning, supporting, etc. The Cookouts Specialist is a general support staff member and helps support the Family Group Leaders when Cookouts responsibilities are complete. The Cookouts Specialist Director reports to the Executive Director, Assistant Director.

Responsibilities

1. Attend trainings and weekly staff meetings.
2. Manage inventory
3. Manage, maintain and stock all cookouts equipment and supplies.
4. Work with Adventure Director and Adventure Resources on pack out food
5. Work with Food Services Manager
6. Prep cookouts to go out of dining hall
7. Maintain detailed Schedules
8. Maintain clean and healthy cookouts spaces.
9. Abide by ServSafe practices
10. Act as “front of house manager” for the meals in the dining hall
11. Ensure campsites are prepared for campouts
12. Assist with Sunday resident camp check-in / check-out.
13. Practice and enforce all camp safety regulations and emergency procedures.
14. Abide by all camp policies and covenant agreement.
15. Responsible for health and well-being of self and campers.
16. Perform all other duties and roles assigned by the Director or Assistant Director.

Specific Duties

1. Attend trainings and weekly staff meetings.
 - a. CS must attend the two week senior staff training.
 - b. It takes multiple staff and resources to train the seasonal summer staff. The CS is one of those resources. The CS is to work in conjunction with the Executive Director and Assistant Director to effectively guide Tekoa’s Senior Staff training.
 - c. Staff meetings take place every Saturday, as soon as campers depart, and on Sunday at 1:25 pm, before campers check-in. The CS must be present and on time.
 - d. The CS is required to attend all in-service trainings that pertain to the CS summer role.
2. Manage Inventory
 - a. Maintain an inventory list, as to know what needs to be ordered throughout the summer.
 - b. Manage supplies including: skillets, condiments, aluminum foil, lighters, campfire starters, water coolers, etc.
3. Manage, maintain and stock all cookouts equipment and supplies.
 - a. Consult with the Assistant Director or Food Service Manager of any equipment orders, needs, or repairs.
 - b. Maintain and clean the equipment spaces including the gravel parking area in front of the COOKOUTS area.
 - c. For specific food items that don’t work on the food order, make weekly store runs (bread on Mondays for the week ahead).
4. Work with Adventure Director and Adventure Resources on pack out food.
 - a. Plan ahead with use of the transportation calendar, staff lists, kitchen count sheet (staff and camper count), pre-schedule sheet, master schedule, and summer schedule
 - b. Be in good, effective communication with Adventure Director and Adventure Resources on who is responsible for which meals on which days for which groups.
5. Work with Food Services Manager
 - a. Learn and receive guidance from the Food Service Manager
 - b. Collaborate on systems and planning
 - c. Communicate about cookware, food supplies, cleaning procedures, packing procedures and inventories.
 - d. Give food purchase requests to Food Service Manager.
6. Prep cookouts to go out of dining hall
 - a. Manage campout meals: dinner and breakfast

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- i. Plan ahead with use of the staff lists, kitchen count sheet (staff and camper count), pre-schedule sheet, and master schedule.
 - b. Manage pack out meals for off site trips
 - c. Manage smores for song and smore: be present at Song & Smores for Overnight Camp (TKO) and Day Camp (TKDC)
 - d. Manage snack parties: ice cream parties (ICP), fruit snack parties, general snack parties, Gatorade pops, monkey bread, chocolate milk, etc.
 - e. Manage lunch out to Meadow
7. Maintain detailed Schedules
 - a. Know the schedules and prepare in advance for meals to go out on time with the appropriate cookware, utensils, food items, and quantities.
 - b. Collect snack request forms from Sunday night scheduling and master scheduling time.
8. Maintain clean and healthy cookouts spaces.
 - a. Teach other staff procedures for picking up food and for returning equipment and cleaning up after themselves.
 - b. Be responsible for follow up cleaning on all cookouts equipment and spaces.
9. Abide by ServSafe practices
 - a. Receive guidance from Food Service Manager.
 - b. Hold self and others accountable to healthy food handling practices.
 - c. Make informed menu decisions based on
 - i. Allergy report from Food Service Manager from Administrative Assistant
 - ii. The type of food that fits the type of activity the off site group is doing
 1. Example: High carbs for high strenuous adventure activity
 2. Example: meal prep and assembly make sense for the terrain the group is on (river side, riding a bus, at a campsite, trail side, etc.)
10. Act as “front of house manager” for the meals in the dining hall
 - a. Run support for dining hall meal times
 - b. Work with Adobe Illustrator template to determine table and chair arrangement using kitchen count sheet, shift #s, group #s, and sizes. Use this system to make the table charts each week. Post table charts on bulletin board in dining hall for the kitchen staff. Collaborate with Food Service Manager.
 - c. Act as liaison between kitchen staff / operations and the summer program staff / operations. Have a foot in both worlds so as to be a good translator.
11. Ensure campsites are prepared for campouts
 - a. Ensure dry split firewood is delivered and stacked under the cooking shelter roof.
 - b. Promptly report any campsite damage (fallen trees, trails blocked, etc.) to Maintenance Director.
12. Assist with Sunday resident camp check-in.
 - a. The Cookouts Specialist is to assist the Administrative Assistant, Executive Director, and Assistant Director with camper check-in & check-out responsibilities.
13. Practice and enforce all camp safety regulations and emergency procedures.
 - a. Refer to staff manual to be sure all safety regulations and emergency procedures are being followed.
14. Abide by all camp policies and covenant agreement.
 - a. Camp policies are sent out prior to staff training and discussed in detail during staff training. All staff and volunteers are to abide by these policies.
 - b. The covenant agreement is a signed agreement stating your willingness to adhere to Camp Tekoa’s policies.
15. Responsible for health and well-being of self and campers.
 - a. The CS is responsible for meeting their own personal health and hygiene needs, including, taking prescribed medications. The CS is also responsible for communicating with the Executive Director or Assistant Director when they need breaks.
16. Perform all other duties and roles assigned by the Director or Assistant Director.
 - a. CS may be asked to help perform cabin inspections.
 - b. Because this role is a support staff role, things come up. Be flexible!