



## Youth Investment Foundation / Timber Bay

<b>Job Title:</b>	Cook	<b>Funding:</b>	Camp Budget and/or Personal Support Raising as Deputy Fundraiser. Training Provided.
<b>Position Category:</b>	Camp	<b>Classification:</b>	Exempt or Nonexempt
<b>Location:</b>	Timber Bay Camp & Retreat	<b>Travel Required:</b>	Occasional
<b>Salary or Hourly Pay Range:</b>	Salary experience step.	<b>Position Type:</b>	Full-time, Part-time, Vol Expense Paid, Vol, Intern, or Seasonal (< 3 months)
<b>Reports To:</b>	Food Service Manager	<b>Date Posted:</b>	Current
<b>Assigned Trainer / Coach:</b>	Assigned after offer and acceptance.	<b>Posting Expires:</b>	

<b>External Posting URL:</b>	Various sites can be listed here
<b>Internal Posting URL:</b>	<a href="https://timberbay.org/jobs-volunteering/">https://timberbay.org/jobs-volunteering/</a>

Applications Accepted By:	
<b>FAX OR EMAIL:</b> 763.478.0501 or <a href="mailto:recruiting@timberbay.org">recruiting@timberbay.org</a> Subject Line: Interested in Position	<b>MAIL:</b> Laura Tolifson Youth Investment Foundation / Timber Bay PO Box 316 Medina, MN 55340

Job Description
<p><b>PURPOSE</b></p> <p>Timber Bay exists to bring the hope and love of Jesus Christ to youth.</p> <p><b>ROLE AND RESPONSIBILITIES</b></p> <p>The Camp Cook is key to accomplishing our purpose. They assist the Food Service Manager in providing nutritious, well-prepared meals, which are served to all campers, staff, and guests. Responsibilities of the Camp Cook generally focus in four areas:</p> <ul style="list-style-type: none"> <li>● Overall Food Service Operations,</li> <li>● Enhancing Camp's Serving and Hospitality Culture,</li> <li>● Help Manage the Food Service Team,</li> <li>● Help Manage the Food Ordering &amp; Costs.</li> </ul> <p>Specific responsibilities can include:</p> <ol style="list-style-type: none"> <li>1. Overseeing food inventory by monitoring proper food temperature, rotating and storing food properly.</li> <li>2. Learning the food ordering process.</li> </ol>

3. Participating in menu planning as needed with the Food Manager.
4. Preparing, cooking and assessing quality of meals for campers and staff.
5. Supervising or directing the work of other food service staff.
6. Knowledge and safely operating kitchen equipment.
7. Overseeing kitchen cleanliness through/with Assistant Cook and Food Service Staff, ensuring all kitchen areas are consistently clean – ranges, cooler, freezer, mixer, slicer, floor, dish washing, pots & pans, dining room, garbage, recyclables, bathrooms, dining room, etc.
8. Identifying and responding to environmental and other safety hazards of the site and facilities and camper and staff behavior.

### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

Because of the nature of our work with youth, we hire people with a high level of integrity and compassion for marginalized youth. As an Outreach Worker, you come to Timber Bay with:

- Your personal life in order in areas like your relationship with Christ, family relations, social and psychological adjustments.
- A commitment to a local church's body of believers.
- A core hospitality gifting and a comfort relating to our Timber Bay youth and camper guests.
- Physically fit enough to perform necessary cooking tasks.
- Current in Food Safe Serve certification.
- Experience and desire to work in food service setting.
- Be at least 20 years old or older, with completed application on file and have current driver's license with own transportation.
- Complete First Aid/CPR/AED training when offered or provided by Timber Bay.
- A completed application packet on file with a clear background check and thorough reference check.
- A signed Code of Conduct and Statement of Faith on file.
- A desire to follow through with our training process.

### **SKILLS, GIFTS AND TALENTS**

We prefer the Camp Cook operate their ministry out of the skills, gifts and interests they already possess. Cooking skills, people skills, listening skills, leadership skills and being part of work teams are important skills to possess and grow in. While training in fundraising is provided, communicating the ministry vision and need for partners is critical.

### **ADDITIONAL NOTES**

The Food Service Manager will strive to:

- Maintain attitudes and behaviors that honors Jesus Christ in your public and private life. A professional approach with Timber Bay means relating to youth, camper guests, volunteers and fellow staff in love, with objectivity, with a moral ethic and confidentiality,
- Demonstrate proper use of loving limits and control to maintain programs that honor God and ministers to hurting teens who are often out of control. They will also be attentive to the needs and concerns of group leaders and parent(s) of the guests we serve,
- Work in teams with other Area Directors, Outreach Staff, Camp Staff and Central Service Support Staff. They also contact and build relationships with church and ministry group leaders and decision makers.
- Develop and enhance positive working relationships with all compliance and regulatory authorities ensuring all work is done in accordance with Minnesota Public Health Department's safety codes.

All work shall be done in accordance with Minnesota Dept. of Health and Safety codes and with any policies and procedures of Timber Bay. Cooks have a designated relationship with their supervisors and the food service manager, and through them may relate directly or indirectly to TB Area staff and counselors related to integration of the food service in the mission and program goals of the camp. Cooks may have direct communication with camp management or group leaders related to special dietary needs of campers and staff.

## Youth Investment Foundation / Timber Bay

The Camp Cook will also be trained in and follow our business and ministry management practices, safety protocols and working procedures. As a potential deputized organizational fundraiser, the candidate may assist in fundraising development.

Candidate understands that any employment, both paid or unpaid, which might be offered to me by YIF is "at will" and of indefinite duration, that either I or YIF may terminate that employment at any time, with or without notice and for any reason, that no agreement to the contrary will be recognized by YIF.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Leah Freichels	Date/Time:	3.10.23