

## **Cabin Leader Job Description**

Above all other duties, Cabin Leaders are responsible for all campers and answer to the Camp Director (or delegate) for all decisions made.

Cabin Leaders live with campers in small groups as companions and role models for week long periods of time

Cabin Leaders are responsible for all camper's spiritual growth and physical welfare

Cabin Leaders

- Recognize and respond to opportunities for problem solving in the group
- Develop opportunities for interaction between campers and staff
- Provide opportunities for discussion of individual or group problems or concerns
- Teach, instruct, supervise and guide campers through all their weekly activities
- Attend daily morning meetings with entire staff and attend weekly meetings at the start of a week and the end of a week
- Supervise all assigned aspects of the campers' day
- Spend all time (not with staff at meetings and quiet times) with campers, sometimes this may mean a sacrifice of time and energy
- Provide leadership in all programs areas using their talents to the fullest and best of their abilities
- Provide good examples for campers through their own personal habits
- Follow rules and regulations set out in the Staff Manual
- Maintain good public relations with campers' parents
- Supervise and train Servants in Training
- May be required to provide leadership and service in other areas to improve the camp and provide a better program

## **Head Cook Job Description**

The candidate for the position of Head Cook must meet the following qualifications:

- Available to Metochos Ministries Lutheran Bible Camp every day throughout the summer program there are campers in attendance
- Ability to plan meals for up to 60 people according to the Canadian Food Guide
- Experience to include food preparation for large groups
- Familiarity with kitchen appliances and their usage and safety in using the appliances
- Candidate must hold a current Food Handler's Certificate approved by Saskatchewan Health
- Maturity and Leadership ability to work with two assistants
- An active member of an ELCIC congregation

Some specific duties performed by Head Cook are as follows:

- A week prior to preparation: present meal plan to Camp Director and post this meal plan
- Plan nutritious meals and snacks for up to 60 people on Metochos Ministries budget
- Supervise 2 cook assistants
- Meal preparation and supervising of meal service
- Assure a clean and safe kitchen is maintained
- Keep inventory of all kitchen supplies and equipment
- Order all kitchen supplies
- Provide written and verbal evaluation of kitchen operation and personnel
- Keep records of all receipts to be forwarded to Camp Director

## **Assistant Cook Job Description**

At all times the Assistant Cook is responsible to assist the Head Cook in all of their daily duties. The Assistant Cook answers to the Head Cook on a daily basis and is required to follow the schedule the Head Cook has set out.

Some responsibilities may include:

- Washing, peeling or chopping vegetables
- Mixing, stirring and straining meal items
- Weighing and measuring foods
- Carrying pots, pans or other food related items
- Load, unload and Store food
- Washing and cleaning kitchen utensils and kitchen area
- Serve food and distribute supplies
- Any and all reasonable requests made by the Head Cook
- Maintaining kitchen cleanliness