

Conference Center/Camp Staff Member: Head Cook  
Job Description  
Christian Conference Center, Newton, Iowa

**Job Title:** Head Cook

**Overview:**

The Head Cook will prepare and serve quality food to groups hosted by the CCC for retreats or events. This position has emphasis not only on cooking for groups, but also having skills to provide hospitality and be a positive team member. In addition to cooking, some hours each month may be spent assisting other CCC staff members with light cleaning, room setups, maintenance needs, or administrative tasks.

**Hours:**

This position is a year-round, hourly position. Cooking hours vary week to week, based on CCC usage and group needs. An average of 25/30 hours per week is guaranteed. Additional hours available during busier seasons. Hours may vary from week to week and some hours are flexible and negotiable. (This is usually seen as a wonderful benefit to the position, along with the beautiful location and friendly atmosphere.) The Head Cook must understand that this position is less flexible during June, July, and August and that some summer weeks will be over 25/30-hour weeks.

**Salary:**

Hourly position starting at \$15 an hour. Raises are discussed each fall.

**Accountability:**

This position reports directly to both the Executive Director and the Reservations Director of the Christian Conference Center. This position meets annually with both the Executive Director and the Reservations Director.

**Skills and Proficiency Requirements:**

- Work with the CCC hosts to serve guests with an attitude of hospitality and welcome all people.
- Responsible for prep for cooking meals for 10- 100 people.

- ServSafe Manager Certified or completed before the first scheduled day. The CCC will pay for ServSafe Manager Certification.
- Supervise seasonal kitchen help.
- Work closely with the Reservations Director on meal planning and ordering with the goal of taking responsibility of meal planning and ordering on your own.
- Maintain a clean and safe work area, including handling utensils, equipment, and dishes.
- Maintain the cleanliness of the CCC Dining Hall
- Maintain food safety requirements and sanitation standards.
- Accommodate guests' special diet requests.
- Attending CCC staff meetings and training.
- Able to stand up for long periods of time and be able to lift to 50 pounds.
- Must be able to pass a criminal background check.
- Ability to be welcoming to guests from all walks of life, races, religious beliefs, and sexual orientations.

### **Summer Camp Ministry:**

Our summer camp ministry is the heart of what we do here at the CCC. We program 10 weeks of summer camp for all ages. The Head Cook must understand that this position is less flexible during June, July, and August and that some summer weeks will be over 25/30 hours per week.

### **Benefits:**

- 2 weeks of vacation
- Paid holidays
- Summer Camp Tuition- Free tuition for immediate family members to attend summer camp.
- One free cabin or lodge room rental annually for your own friends and family gathering.
- Access to camp amenities such as hiking trails, miniature golf, pool, lake, game room, sand volleyball, gymnasium, and more.