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**Chef/Cook for Camp Sunset Lake and Auburn Adventist Academy**

*December 19, 2023*

**MISSION:**

To reach Western Washington with the distinctive, Christ-centered Seventh-day Adventist message of hope and wholeness, encouraging all to become fully devoted disciples of Jesus.

**INTRODUCTION:**

We are looking for a talented Chef/Cook to join our dynamic team, infusing passion and creativity into every dish. In this role, the Chef/Cook is responsible for creating delightful dining experiences, whether surrounded by the scenic beauty of Camp Sunset Lake or within the academic community at Auburn Adventist Academy.

**ABOUT CAMP SUNSET LAKE:**

Nestled in nature's embrace in beautiful Wilkeson, WA, Camp Sunset Lake offers a unique escape for outdoor enthusiasts. The Chef/Cook plays a vital role in enhancing the camp experience by delivering delicious and wholesome meals that fuel adventure and connection.

**ABOUT AUBURN ADVENTIST ACADEMY:**

At Auburn Adventist Academy, we believe that good food is an essential part of a thriving academic community. The Chef/Cook will have the opportunity to craft diverse and nutritious menus that cater to various tastes and dietary preferences, ensuring our students and staff enjoy satisfying meals.

**POSITION SUMMARY:**

The Chef/Cook position oversees meal preparation, menu planning, and upholds the highest standards of food quality and safety. Whether curating a special event menu at Camp Sunset Lake or providing daily nourishment at Auburn Adventist Academy, the Chef/Cook’s culinary creations will be instrumental in elevating the dining experience for our diverse communities.

**ENTITY-SPECIFIC RESPONSIBILITIES:**

***For Camp Sunset Lake:***

1. **Menu Planning & Budget Management:**
   * Develop menus, order supplies, and manage budgets for profitability
2. **Health & Safety Compliance:**
   * Ensure adherence to health and safety regulations set by the Pierce County Department of Health
3. **Staff Supervision & Development:**
   * Schedule, train, and supervise kitchen staff, providing ongoing guidance and feedback
4. **Performance Oversight:**
   * Evaluate and motivate kitchen staff for optimal performance
5. **Recipe Adherence:**
   * Ensure precise preparation according to recipes and standards
6. **Inventory Management:**
   * Monitor inventory levels to maintain a well-stocked kitchen
7. **Event Coordination:**
   * Collaborate with other departments to coordinate catering and special events
8. **Kitchen Maintenance:**
   * Uphold cleanliness and organization standards
9. **Guest Satisfaction:**
   * Collaborate to exceed guest expectations
10. **Quantity Control:**
    * Monitor food quantities to prevent shortages
11. **Dietary Considerations:**
    * Provide options for special dietary needs
12. **Issue Reporting:**
    * Report equipment or facility issues promptly
13. **Adaptable Support:**
    * Undertake additional responsibilities as assigned

***For Auburn Adventist Academy:***

1. **Setup and Operations:**

* Set up food service, kitchen, or salad area facilities and equipment as needed
* Check food temperatures, prepare areas for daily operations, and operate assigned cooking or bakery equipment

1. **Food Conveyance:**

* Transport food and supplies from the main kitchen, bakery, or salad preparation area to the serving site, utilizing motorized carts or carrying items

1. **Line Setup, Preparation, and Replenishment:**

* Follow prescribed procedures for setting up hot and cold food lines
* Select proper utensils, set steam line to appropriate temperatures, and assemble food according to instructions
* Replenish foods, silverware, glassware, and dishes as needed

1. **Cleaning, Sanitation, and Maintenance:**

* Clean and maintain work areas, including floors, facilities, utensils, and equipment
* Dispose of garbage and trash in designated containers
* Wash pots, pans, and service ware, ensuring sanitary handling

1. **Training and Supervision:**

* Mentor, teach, and supervise student workers at AAA
* Provide guidance and training to other employees as needed

1. **Miscellaneous Responsibilities:**

* Attend to day-to-day problems and needs related to equipment and food supplies
* Perform miscellaneous job-related duties as assigned

**KNOWLEDGE AND SKILLS**

Preferred prior experience in food service management. Must possess knowledge of food safety and sanitation regulations outlined by the Pierce and King County Health Departments. Essential organizational and communication skills are required to mentor and guide kitchen staff. Proficient in culinary skills, including technique, timeliness, flavor, and presentation. Demonstrates the ability to multitask and handle multiple projects simultaneously. Strong leadership and coaching skills are essential. Well-versed in the principles, policies, and beliefs of the Seventh-day Adventist Church and the Washington Conference. Initiates work with minimal supervision, adaptable, and capable of evaluating priorities. Ability to perform duties with speed and accuracy without constant supervision. Facilitates effective communication with all stakeholders at camp and school.

**EDUCATION/EXPERIENCE/REQUIREMENTS:**

A preferred Bachelor’s (BA/BS) degree; however, relevant successful work experience may be considered in lieu of scholastic requirements. Prior management experience is desirable.

Membership in a local, Washington Conference church, a Seventh-day Adventist member in good standing who has extensive knowledge of the practices and beliefs of the Seventh-day Adventist church. Must be willing to contribute tithes and offerings to the local church.

**AUTHORITY AND ACCOUNTABILITY:**

Authorized responsibilities as designated by the supervisor. Directly accountable to the Camp Manager at Camp Sunset Lake, and Food Service Director at Auburn Adventist Academy. Works with limited supervision, following specific guidelines. Demonstrates the ability to carry out duties independently and meet deadlines. Will supervise other workers.

**AVERAGE HOURS PER WEEK:**

This position is shared with Auburn Adventist Academy, with time divided approximately at a 60%-40% split, favoring Camp Sunset Lake as the primary employer. Weekly hours are estimated to be around 40-50. In scheduling conflicts between the organizations, preference will be given to Camp Sunset Lake.

**SUMMER HOURS:**

During the 9 weeks of summer camp and staff training, the Food Service Director will exclusively work for Camp Sunset Lake, operating 6 days a week.

**CONTACTS/ORGANIZATIONAL RELATIONSHIPS:**

The Chef/Cook interacts with clients, guests, volunteers, local food providers, and large food service companies through various channels such as in-person, telephone, email, videoconference, and mail. Must possess excellent interpersonal skills, telephone manners, and proficiency in written communication. Demonstrates the ability to deal with diverse personalities tactfully and effectively daily. Maintains confidentiality and exhibits loyalty and support for the Adventist Church, Washington Conference, and supervisors.

**PHYSICAL REQUIREMENTS:**

Must read, speak, and hear effectively. Extensive physical activity, including standing, walking, bending, kneeling, and carrying light to heavy items, is required. Standard work hours defined by the Washington Conference Employee Handbook are mandatory.

**WORKING CONDITIONS:**

Highly active role with tasks performed in various scenarios, predominantly indoors. May include some local travel, and any out-of-town travel requires prior approval in accordance with the Washington Conference handbook.

**SALARY RANGE:**

$45,000 – $70,000

**BENEFITS:**

* Comprehensive well-being programs including medical, dental and vision benefits
* Employee and dependent(s) life insurance
* Long-term disability
* Employer retirement and matching contributions
* Annual bonus
* Holiday and paid time off

**ADDITIONAL INFORMATION:**

* Employment Type: Full-Time
* FLSA Status: TBD
* Work Location: Camp Sunset Lake and Auburn Adventist Academy

**EQUAL EMPLOYMENT OPPORTUNITY**

The Washington Conference of Seventh-day Adventists is an equal opportunity employer and does not discriminate against qualified applicants or employees on account of race, color, sex, age, national origin, marital status, physical or mental disability, or other protected categories under Washington laws, regulations, or local ordinances. The Washington Conference prohibits any form of workplace harassment, misconduct, or abuse. The Washington Conference hires Seventh-day Adventist Church members in good standing based on religious preferences permitted by the United States Constitution and controlling law.