



**Position Title:** Kitchen Specialist  
**Classification:** Summer Position  
**Reports To:** Food Service Director, Summer Cook, Dining Host(ess)  
**Direct Reports:** N/A  
**Key Relationships:** Program Coordinators, Cabin Leaders

### **Position Summary**

The Kitchen Specialist works directly for the Food Service Director. They shall primarily be responsible for preparing food serving according to menu, assisting in all pre- and post-meal duties, and the maintenance and cleaning of all kitchen equipment.

### **Key Job Functions**

- Works with the Food Service Director and Summer Cook to organize food serving according to menu.
- Assists the Kitchen Host(ess) in all pre- and post-meal duties according to kitchen policies and procedures.
- Cleans kitchen equipment and assists with other cleaning as available.

### **Other Duties**

- Helps with program areas as time permits (with permission)
- A summer staff member in a small organization like Pine Ridge is often called upon to perform a wide variety of duties. This may include many of the following duties (not an exhaustive list):
  - Assisting with maintenance duties like repairs, construction, landscaping, and lawn care.
  - Assisting with housekeeping duties like cleaning, sweeping, and mopping.
  - Assisting with cabin duties like cabin leading, free time monitoring, and spiritual direction.

### **Sample Schedule**

7:00am- Prepare Breakfast	1:00pm- Clean Up Lunch
8:00am- Serve Breakfast	2:00pm- Break
9:00am- Clean Up Breakfast	4:00pm- Prepare Dinner
10:00am- Attend Support Team Devotional	5:00pm- Serve Dinner
11:00pm- Prepare Lunch	6:00pm- Clean Up Dinner
12:00pm- Serve Lunch	7:00pm- Chapel

### **General Qualifications**

- Agrees with the philosophies, policies, and procedures of Pine Ridge Bible Camp.
- Has a sincere love for the Lord and a desire to see campers come to know and grow in Him.
- Is willing to forego personal rights for the common good of the camp and camper.
- Is flexible and able to work with campers and other staff members.
- Communicates clearly both orally and in writing.
- Be in good standing with a local church.

**Specific Qualifications**

- Must be at least 14 years of age with preference given to applicants that are 16 or older.
- Preference give to those previous experience in quantity food service or equivalent training.

**Working Conditions and Physical Requirements**

- Must be able to lift, bend, and twist.
- Ability to push and pull loads.
- Must be able to lift frequently up to 35 lbs.; occasionally 35-100 lbs. with assistance
- Good hand-eye coordination.
- Auditory ability to hear and understand conversational levels of sound in an ordinary office environment.

*The above statements are intended to describe the general nature, types of work performed, and qualifications required of employees assigned to this position. They are not intended or should be taken as an exhaustive list of and responsibilities, duties, and requirements of personnel so classified. All indicated qualifications, duties and functions are essential job functions for purposes of the Americans with Disabilities Act (ADA).*