

Camp Cook & Housekeeper

Camp Amnicon – South Range, WI

About Camp Amnicon:

Camp Amnicon is a wilderness adventure camp that offers year-round wilderness trips, retreats, and hermitage. We are located on the south shore of Lake Superior, about a half-hour east of Duluth, MN. We are affiliated with the ELCA (Evangelical Lutheran Church of America).

Position Summary:

At its heart, Camp Amnicon is a community of wonderful guests, passionate volunteers, and dedicated staff. We're seeking a Cook and Housekeeper to help provide a welcoming and hospitable environment for our camp and community to thrive in. While often working independently, the Cook and Housekeeper supports the Camp Amnicon community by planning and providing quality meals, maintaining a clean and organized kitchen, and providing clean accommodations for our guests. The successful candidate has a warm personality, experience in cooking for groups, and the detail to provide a hospitable environment.

Cook Essential Responsibilities:

- Conducts quality food preparation, service and clean up for meals and special events, sometimes working alone and sometimes working with other kitchen staff for groups of up to 100 people.
- Implements menus, which are developed with each type of group and budget in mind.
- Implements a quality control program that provides all groups with the highest quality of meal service within given cost constraints.
- Assists in the entire health and safety of the food service operation.
- Helps unload, store and monitors supplies and notifies supervisor when supplies are low.
- Washes and stores dishes according to Health Department and ACA Guidelines.
- Assists in all aspects of kitchen and dining hall cleanliness, including storage areas and refrigeration units.
- Assists in recycling and composting program.
- Assists participants with any special dietary needs or requests.
- Provides exemplary service to all guests and responds to their needs in a timely and polite manner.
- Works cooperatively with all program staff, directors and guests to best meet the needs of all staff and participants.
- Must be able to use kitchen equipment safely and according to manufacturer's requirements, along with the ability to assess the condition of food.
- Inspects equipment within food service areas for safety hazards, damage or wear.

Cook Additional Desired Responsibilities:

- Supervises, directs, and coordinates all assigned seasonal kitchen staff in kitchen duties.
- Participates in preparing all program areas for compliance during the ACA visit.
- Provides ongoing analysis to determine appropriate changes needed to improve customer service and program effectiveness as it relates to Kitchen operations.
- Makes recommendations for the annual budget process for kitchen operations.
- Directly supervises food ordering and menu planning functions.
- Coordinates supplies for kitchen operations through vendors.

Housekeeper Essential Responsibilities:

- Work with Retreat Host and Associate Directors to coordinate building usage and cleaning schedules.
- Provide excellently cleaning of buildings after guest usage and ensure buildings are welcoming and ready for arriving guests.
- Wash and fold guest bedding and remake beds.
- Remove trash and recycling from buildings.

- Clean the camp office on a weekly basis.
- Develop regular off-season deep cleaning schedules.
- Report any necessary facility repairs or improvements to the Directors.
- Keep inventory and stock janitorial supplies.

Core Expectations:

- Desires to work in a sometimes stressful and demanding environment.
- Embraces Camp Amnicon's core values.
- Is courteous and gives sincere attention to staff and guests by answering questions and possessing a welcoming attitude.
- Learns the names of seasonal staff and guests and uses their names when speaking with them.
- Upholds guidelines as outlined in the personnel policies.
- Attends designated trainings and staff meetings.
- Carries out other duties as assigned by the camp Directors.

Qualifications:

Education and Certifications

- High school diploma or GED required.
- ServeSafe Certification or ability to obtain required.
- Must hold a valid driver's license, insurable driver's record according to Camp Amnicon's insurance carriers, and have reliable transportation.

Compensation and Hours

Part-Time/Non-Exempt - \$12.00/Hourly

Hours per week fluctuate depending on season. Minimum 10 hours guaranteed per week throughout the year. Will need to be available to work up to 30 hours per week during June – August. Weekends required. On-site housing available in certain circumstances.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to sit, stand and walk for long periods of time, to talk and hear, to lift and/or move up to 50 pounds, to climb or balance, to stoop, kneel, crouch, or crawl, occasional bending or squatting. The incumbent is required to use hands to finger, handle, or feel objects, tools, or controls. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Also required is frequent hearing and talking, in person and on the telephone. More than 85% of time is spent indoors. The space is not air-conditioned.

To apply:

Send resume and cover letter to info@amnicon.org.

Questions? Please call the camp office – 715-364-2602