



Position Description

Fowler Camp & Retreat Center

<https://www.campfowler.org/>

Position: Year Round Cook

One of the more important positions for Fowler's retreat and event ministries is that of the cook. Though mainly behind the scenes, the ideas of hospitality, wholeness, and welcome are often incarnated in what and how camp feeds its guests. Because of its philosophy, Fowler entertains guests from a variety of backgrounds, traditions, and faiths. Fowler's cook provides it with an opportunity to live into its vision of welcoming all.

Position includes salary, retirement, healthcare and housing if needed.

Principal Responsibilities

I. Cooking at Chi Rho House

Group sizes being cooked for vary greatly and can range from 5-50 people. The Chi Rho cook will work independently up to a group size of approximately 14 people. An assistant will be provided by the Manager for larger groups.

- A. Plan and Prepare meals for all groups. Be aware of and plan for any food allergies or special needs.
- B. Set tables for meals
- C. Serve all meals
- D. Inventory and organize food supplies and report needs to the Fowler Manager
- E. Prepare food orders for Vendors and perform local shopping for food items
- F. Clean the kitchen and equipment on a regular basis and in compliance with the NYSHD regulations
- G. Store all food supplies in an approved manner
- H. Notify Fowler Manager of any problems with equipment
- I. Acquire and maintain Serve – Safe training and certification

II. Cooking for Events

Fowler often will host larger groups that utilize more than one building. Often these events are fed out of our seasonal dining hall: Fenimore Hall. These groups can range in size from 40 to over 300. They are often short term, high intensity groups (such as our college orientation groups).

- A. Coordinate with Manager regarding event rentals and staff needed
- B. Plan meals
- C. Prepare meals and oversee staff assistants
- D. Be aware of and plan for any food allergies or special needs.
- E. Prepare food orders for Vendors and perform local shopping for food items

- F. Oversee the cleaning of kitchen and equipment prior to and post event
- G. Store all food supplies in an approved manner
- H. Notify Fowler Manager of any problems with equipment

III. Summer Cooking

Fowler is first and foremost a children's summer camp running for approximately 10 weeks each year. Providing whole and healthy foods is vital for the campers to experience their best week possible.

- A. Coordinate with Manager regarding summer menu and staff needed
- B. Be aware of and plan for any food allergies or special needs.
- C. Assist in the preparation of meals and oversee staff assistants
- D. Be aware of and plan for any food allergies or special needs.
- E. Prepare food orders for Vendors and perform local shopping for food items
- F. Oversee the cleaning of kitchen and equipment prior to and post event
- G. Store all food supplies in an approved manner
- H. Notify Fowler Manager of any problems with equipment

IV. Evaluation

The Year Round Cook/ Facilities Housekeeper shall be reviewed at least annually under the direction of the Board of Trustees Human Resource Team in conjunction with Fowler Executive Director.

V. Terms of Employment

1. Employee will be salaried with medical benefits and retirement savings
 - a. It is anticipated that the Cook/Housekeeping position listed above will be salaried with a yearly average of hours not to **exceed 40 hours** per week.
2. The Employee will be an "on call" employee
 - a. Weekly and monthly hours will vary depending upon facility use.
 - b. Fowler closes most cooking operations from Thanksgiving through Christmas.
3. Conditions of Employment
 - a. To be paid on a bi-weekly basis.
 - b. This position will have all the holidays per full time staff. Comp days will be provided for holidays when this position is required to work.