

# Cook

## Job Description

### Roseau River Bible Camp One Hope Canada

Position Title:	Cook (Full-time, term)
Reports To:	SLT Directors & Program Director
Remuneration:	Housing and base salary to be determined by the Board. This is a full time, partially paid and support raised term position with RRBC/One Hope Canada.

#### **Overview**

One Hope Canada is considered a Religious Order under the provisions of the CRA and as such, missionary employment with One Hope Canada is seen as following God's unique invitation. Members, and those aspiring to be members, must be in agreement with standards of spiritual and personal suitability, and are therefore required to sign a Statement of Affirmation annually.

The primary objective of One Hope Canada is to present the Gospel, particularly to those having the least opportunity to hear of Christ and especially to children and youth, and to disciple believers for living and serving through His church.

Roseau River Bible Camp honor's God by evangelizing and discipling children, youth and adults using Biblical truths in our camping and conference programs.

#### **General Responsibility:**

The purpose of this position is to provide quality meals for the Equip Students, and teachers when applicable. In addition, they are to keep the kitchen facilities and clean and working order. These responsibilities are to be carried out in a manner that will glorify Jesus Christ and fulfill the Mission Statement to the highest standard of excellence possible.

The Cook must be able to convey a sense of Christ-like hospitality and concern for Equip students, rental groups, staff and volunteers. The ability to learn, be self-motivated and develop strong work ethic must be demonstrated through the carrying out of the daily work.

The Cook will seek to build and maintain a positive relationship with the RRBC Team and will work closely with them to fulfill the required responsibilities. He/she will communicate on a full disclosure with no surprise's basis.

#### **Cook: Scope of Responsibilities**

1. Spiritual Qualifications
2. Personal Qualifications
3. Equip Cook
4. Rental Cook
5. Kitchen Cleaning

## 6. Support Raising & Donor Development

### 1) Spiritual Qualifications

- a) Truly born again (1 Peter 1:23)
- b) Spiritually mature and growing (Philippians 3:10-16)
- c) Be of sound Christian character (1 Thessalonians 2:10-12)
- d) In good standing with the Church, the body of Christ
- e) Called to this ministry
- f) Experienced in Christian ministry to people of all ages
- g) Be able to subscribe, without reservation, to the One Hope Canada doctrinal statement, as well as to the principles and practices of the Mission
- h) Be able to subscribe, without reservation, to Roseau River Bible Camp's Mission and Vision statements as well as core values

### 2) Personal Qualifications

- a) Food handler's certificate required (possible to take course after being hired)
- b) Organizational skills
- c) Able to plan ahead
- d) Basic computer skills required

### 3) Equip Cook – Reports to SLT Directors

- a) Create a healthy and balanced weekly menu for the Equip students
- b) Keep record of inventory
- c) Create shopping list for necessary supplies, keeping within budget requirements
- d) Purchase and organize supplies
- e) Prepare and serve meals
- f) Clean up meals, pack food away, wash dishes

### 4) Rental/Retreat Cook – Reports to Program Director

- a) Create a balanced menu for upcoming rentals
- b) Keep record of inventory
- c) Create shopping list for necessary supplies, keeping within budget requirements
- d) Purchase and organize supplies
- e) Prepare and serve meals for one or two rentals/retreats a month
- f) Clean up meals, pack food away, wash dishes

### 5) Kitchen Cleaning

- a) Perform basic daily cleanup tasks, maintaining a clean and healthy facility up to Manitoba Public Health standards
- b) Perform weekly and monthly cleaning jobs, maintaining a clean and healthy facility up to Manitoba Public Health standards

## 6) Support Raising & Donor Development

- a) Build and sustain a personal support team. See Roseau’s Personal Support Raising Policy for more details. There is an expectation of raising personal financial support to a mutually negotiated percentage of salary.
- b) Participate in the continuation of RRBC’s Master Plan in conjunction with the Executive Director
- c) Develop and build relationships with supporters, volunteers and suppliers (lunches, meetings, phone calls, cards, etc.).
- d) Maintain a culture of gratefulness (including Thank You notes).

***This job description is not intended, and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements. Other duties may be assigned.***

I have read the above job description and completely understand it, and I believe that I can perform the job as outlined.

Cook: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_